



MFX-3530/MFX-3510

Plain-paper digital Fax/Copier/Printer/Scanner

OfficeBridge Guide



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How to read this manual

Operational and safety information

In this manual, the following symbols are used with the items where important operational and safety information must be observed.

Symbol	Meaning
 WARNING	Describes warnings to protect yourself and others from serious or potentially fatal injury if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
 CAUTION	Notes a caution to protect yourself and others from personal injury or damage to properties if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
 IMPORTANT	Describes important conditions or restrictions you should carefully observe to avoid problems caused by incorrect operations.
 NOTE	Describes reference information and additional notes for operation.

Key descriptions

In this manual, the operating keys are described as follows:

- < > : Keys on the control panel
For example, the start key → <Start>
- [] : Buttons on the display and computer
For example, the “Setting” button → [Setting]

About the screens

This manual uses the screens of the MFX-3530 standard model, unless otherwise stated. The screens you see may differ, depending on the options installed.

 OfficeBridge

User LoginAdmin Login

NameMuratec MFX-3530

Location

Contact Name

MAC Address

Network Connection100MbpsFull Duplex

Telephone Line Status

ScannerReady

PrinterReady to Print

Toner Remaining10%

Drum Remaining100%



Panel View

Scan Count

Copy	Fax	Scanner	Total
1	0	1	2

Page Count

Copy	Fax	Printer	List	Total
1	0	2	0	3

Paper Cassette

Cassettes	Paper Size	Direction	Paper Remaining	Paper Type
Bypass Tray	Unknown	Landscape	Empty	Unknown

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Chapter 1

Overview of OfficeBridge

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Introduction to OfficeBridge

With OfficeBridge, you can control your machine through network. Here are some examples what OfficeBridge enables you.

! IMPORTANT

A web browser is required to operate OfficeBridge. For details on the supported web browsers, see chapter 5, “General” in “Specifications” in the Administrator’s Guide. In this chapter, we use Internet Explorer as an example for the procedures.

Check the status of your machine

Through your web browser, you can access to your machine and check its status. Some examples:

- Status of the printer
- Printed pages and scanned pages on your machine
- Message on the display
- Communication history
- Print Job history

Name	Muratec MFX-3530																							
Location																								
Contact Name																								
MAC Address																								
Network Connection	100Mbps	Full Duplex																						
Telephone Line Status																								
Scanner	Ready																							
Printer	Ready to Print																							
Toner Remaining	10%																							
Drum Remaining	100%																							
Scan Count	<table><tr><th>Copy</th><th>Fax</th><th>Scanner</th><th>Total</th></tr><tr><td>1</td><td>0</td><td>1</td><td>2</td></tr></table>				Copy	Fax	Scanner	Total	1	0	1	2												
Copy	Fax	Scanner	Total																					
1	0	1	2																					
Page Count	<table><tr><th>Copy</th><th>Fax</th><th>Printer</th><th>List</th><th>Total</th></tr><tr><td>1</td><td>0</td><td>2</td><td>0</td><td>3</td></tr></table>				Copy	Fax	Printer	List	Total	1	0	2	0	3										
Copy	Fax	Printer	List	Total																				
1	0	2	0	3																				
Paper Cassette	<table><tr><th>Cassettes</th><th>Paper Size</th><th>Direction</th><th>Paper Remaining</th><th>Paper Type</th></tr><tr><td>Bypass Tray</td><td>Unknown</td><td>Landscape</td><td>Empty</td><td>Unknown</td></tr><tr><td>Cassette 1</td><td>Letter</td><td>Landscape</td><td>Paper loaded.</td><td>Plain</td></tr><tr><td>Cassette 2</td><td>Letter</td><td>Landscape</td><td>Paper loaded.</td><td>Plain</td></tr></table>				Cassettes	Paper Size	Direction	Paper Remaining	Paper Type	Bypass Tray	Unknown	Landscape	Empty	Unknown	Cassette 1	Letter	Landscape	Paper loaded.	Plain	Cassette 2	Letter	Landscape	Paper loaded.	Plain
Cassettes	Paper Size	Direction	Paper Remaining	Paper Type																				
Bypass Tray	Unknown	Landscape	Empty	Unknown																				
Cassette 1	Letter	Landscape	Paper loaded.	Plain																				
Cassette 2	Letter	Landscape	Paper loaded.	Plain																				
Machine Configuration	Duplex Printing Unit, PCL																							
ROM Version																								

[Panel View](#)

Check and change the machine set-up

Access your machine without walking to it, and check or change settings. All the set-up menus are available not only from the control panel but from OfficeBridge ([page 1-12](#)).

Machine Default Settings

Copy Settings	You can set the copy default values such as "Doc. Type", "Contrast", and "Zoom".
Scanner Settings	You can set the scanner default values such as "Doc. Type", "Contrast", "Resolution", and "Scan Size".
E-mail Settings	You can set the e-mail default values such as "File Format", and "E-mail template".
Fax Settings	You can set the fax default values such as "Resolution", "Contrast", "Cover Page", and "Auto Print Journal".
Printer Settings	You can set the copy default values such as "Number of Copies", "Orientation", and "Paper Size".

Register destinations easily

When you register new addresses, it may be troublesome to enter letters on the machine's control panel. Access your machine through OfficeBridge, and register them using your computer.

Shared Address Book > Registration

Save Back

Search

Number

Name

Fax Number

E-mail Address

PIN

Super G3 ☒ ON ☐ OFF

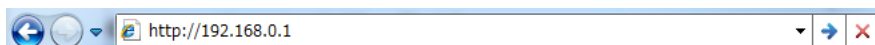
Logging in / Logging out

Connecting to OfficeBridge

1 Start the web browser.

If there is a shortcut to OfficeBridge on your desktop, double click the shortcut to start the web browser and access OfficeBridge.

2 Enter the IP address of the machine in the “Address” bar of the web browser, and press [Enter].



Logging in

You can log in to OfficeBridge as either of the following three user types; “Administrator”, “User”, or “Guest”.

User	Description
Administrator	Administrator can enter from “Administrator screen” to OfficeBridge.
User	Authenticated users can enter from “User screen” to OfficeBridge.
Guest	Users who are not authenticated can enter from “User screen” as “Guest” to OfficeBridge.

■ User login

User login screen differs according to the machine policy setting. For details on the machine policy settings, see [“Setting the machine policy” \(page 4-19\)](#).

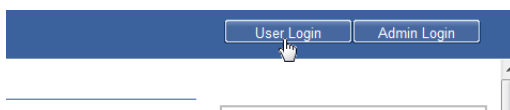
NOTE

When the machine policy is set to “stand alone”, you should be registered as OfficeBridge user to log in as user. For details, see [“Registering users” \(page 2-2\)](#).

Log in from the user list

1 Connect to OfficeBridge ([page 1-4](#)).

2 Click [User Login].



3 Click the user name in the user list.

Number	Name	Group
001	User001	
002	User002	
003	User003	
004	User004	
005	User005	
006	User006	
007	User007	
008	User008	

- The user ID of the user name you clicked is automatically entered in “User ID”.
- When you click “Group”, you can filter the user name by their registered groups.

4 Enter the password in “Password” column, and click [Login].

Number	Name	Group
001	User001	
002	User002	
003	User003	
004	User004	
005	User005	
006	User006	
007	User007	
008	User008	

If you select “Remember the User ID”, the account ID you enter will be stored on your computer. Next time you access OfficeBridge, the stored user ID is automatically entered.

Log in by entering a user ID

According to the machine setting, the user list may not be displayed. In such case, follow the following steps.

- 1 Connect to OfficeBridge (page 1-4).
- 2 Click [User Login].
- 3 Enter the “User ID” and “Password”, and click [Login].

If you select “Remember the User ID”, the account ID you enter is stored on your computer. The next time you access OfficeBridge, the stored user ID is automatically entered.

Login using SSL

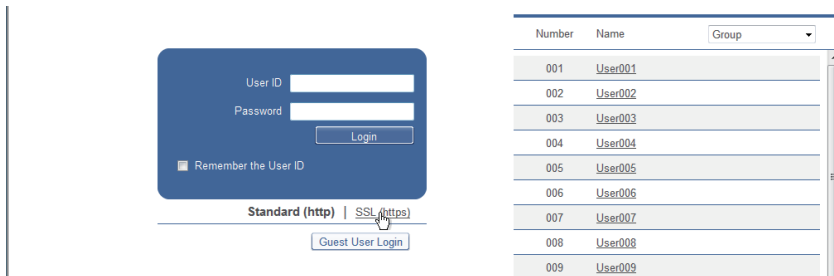
OfficeBridge supports SSL (Secure Socket Layer) security for data communication. SSL communication encrypts the data communicated between the computers and OfficeBridge to prevent the theft and modification of data by outside parties.

When you perform an SSL login, the [SSL] icon is displayed on the header of OfficeBridge screen.

NOTE

This feature is not available on MFX-3510.

- 1 Connect to OfficeBridge ([page 1-4](#)).
- 2 Click [User Login].
- 3 Click [SSL (https)].



Number	Name	Group
001	User001	
002	User002	
003	User003	
004	User004	
005	User005	
006	User006	
007	User007	
008	User008	
009	User009	

- 4 Perform the login procedure.

NOTE

If you use SSL, the response time will be slower than a regular login because encryption and authentication are performed for the data.

When you are not a registered user

When you are not a registered user, there are three options to log in to OfficeBridge:

- Log in as a guest.
- Enter a new user name and password and log in. This login is available when the machine policy is set to “Single Sign On.” For details on the machine policy settings, see [“Setting the machine policy” \(page 4-19\)](#).
- When “If you do not have a User ID, click here.” is displayed on the login screen, you can click this link and register yourself as a user. This login is available when user registration is available for guest policy. For details, see [page 4-16](#).

■ Guest login

- 1 Connect to OfficeBridge (page 1-4).
- 2 Click [User Login].
- 3 Click [Guest User Login].

The screenshot shows the OfficeBridge login page. On the left, there is a blue login box with fields for 'User ID' and 'Password', a 'Login' button, and a checkbox for 'Remember the User ID'. Below this box are links for 'Standard (http)' and 'SSL (https)', and a 'Guest User Login' button. On the right, there is a table with columns 'Number', 'Name', and 'Group'. The table contains 9 rows of user data.

Number	Name	Group
001	User001	
002	User002	
003	User003	
004	User004	
005	User005	
006	User006	
007	User007	
008	User008	
009	User009	

■ Administrator screen login

- 1 Connect to OfficeBridge (page 1-4).
- 2 Click [Admin Login].

The screenshot shows the OfficeBridge login page with two buttons: 'User Login' and 'Admin Login'. A mouse cursor is pointing at the 'Admin Login' button.

If an administrator password is not set, this concludes the procedure.

- 3 Enter the administrator password, and click [Login].

The screenshot shows the administrator password entry screen. It has a blue box with a 'Password' field and a 'Login' button. Below the box are links for 'Standard (http)' and 'SSL (https)'.

NOTE

The administrator password entry screen is displayed only when “Administrator Password” is set at machine policy or “Admin Password” is set on the control panel. For details, see “[Setting the machine policy](#)” (page 4-19) or chapter 2, “Setting the administrators password” in “Setting security codes” in the Administrator’s Guide.

Login as administrator using SSL

OfficeBridge supports SSL (Secure Socket Layer) security for data communication. SSL communication encrypts the data communicated between the computers and OfficeBridge to prevent the theft and modification of data by outside parties.

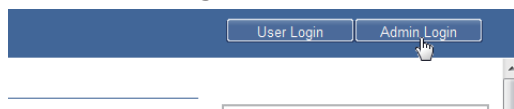
When you perform an SSL login, the [SSL] icon is displayed on the header of OfficeBridge screen.

NOTE

This feature is not available on MFX-3510.

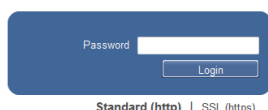
1 Connect to OfficeBridge ([page 1-4](#)).

2 Click [Admin Login].



If an administrator password is not set, this concludes the procedure.

3 Click [SSL (https)].



4 Enter the administrator password, and click [Login].

NOTE

- If you use SSL, the response time will be slower than a regular login because encryption and authentication are performed for the data.
- When the administrator password is not set, enter OfficeBridge by entering the IP address of the machine beginning with “https://” and click [Enter].

■ Log in to OfficeBridge when no user is registered

When no user is registered, you can log in as a guest by the following procedures:

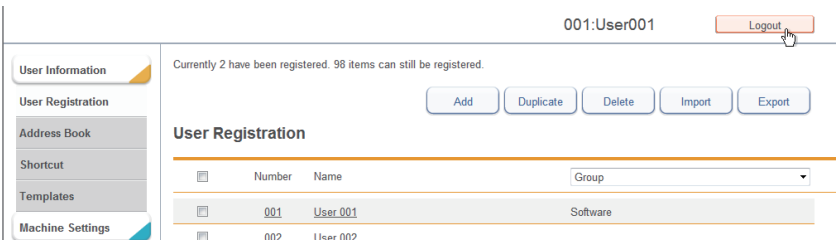
1 Connect to OfficeBridge ([page 1-4](#)).

2 Click [User Login].

Logging out

Log out when you close OfficeBridge screen or switch users.

1 Click [Logout].



NOTE

Make sure to log out for security purposes. If you do not access OfficeBridge for 30 minutes, you are automatically logged out.

About the display

Footer Names and Functions

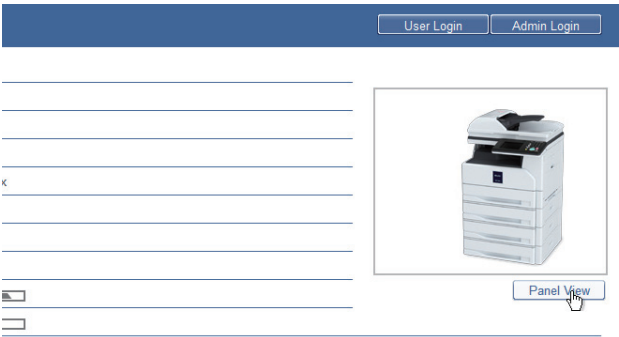


Item		Description
1	Screen refresh time and  (manual refresh) button	When you click the  (manual refresh) button, the screen is refreshed. The last time when the screen was updated (hour : minute) is displayed.
2	Auto distribution settings switch	Displays the current auto distribution settings status. If the auto distribution settings are enabled, “ON” is displayed; if they are disabled, “OFF” is displayed. You can click the  (auto distribution switch) button to enable/disable the auto distribution settings. NOTE If the “Auto Distribution” is disabled in the user policy settings, the auto distribution settings status is not displayed (page 4-2).
3	Change font size	There are three font sizes; large, medium, and small. (The default font size is medium.) The font size setting is retained until it is changed, even after a logout is performed.
4	Remaining disk space	Displays a graph of the remaining space on the data disk of the machine.

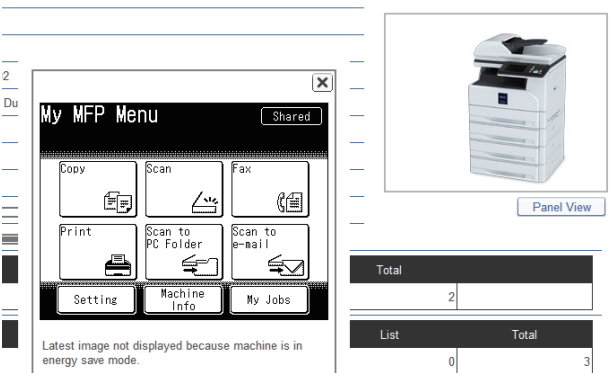
Checking the display on the control panel

You can check the display on the control panel using the OfficeBridge screen even when you are not at the machine.

- 1 When you are connected to OfficeBridge (page 1-4), click [Panel View].



- 2 Check the display on the control panel.



NOTE

In following situations, the display will not be updated.

- When someone is operating the machine on the control panel
- When someone is entering a password on the control panel
- When the machine is scanning a document
- When a user is logged in on the control panel
- While the machine is in energy save mode

OfficeBridge menu list

On OfficeBridge, the following settings are available. Some settings may not be available according to user policy setting. For details on the user policy settings, see “[Setting user policies](#)” (page 4-14).

Items	Description	Reference Page
User Information		
User Registration	Register, edit or delete users and user groups.	2-2
Address Book	Register, edit or delete destinations, destination groups.	2-9
Shortcut	Register, edit or delete folder shortcuts and FTP server shortcuts.	2-25
Templates	Register, edit or delete document names and e-mail templates.	2-33
Machine Settings		
TCP/IP Settings	Setup network environment.	3-2
E-mail Settings	Setup scan to e-mail environment.	3-5
LDAP Server Settings ^{*1}	Setup Lightweight Directory Access Protocol (LDAP) servers.	3-10
SNMP Setting	Setup SNMP settings.	3-16
Internet Time Settings	Setup internet time server synchronization.	3-19
Machine Setup	Setup machine setting such as e-mail gateway and network connection setting, or default settings (user install).	3-20
Machine Default Settings	Setup the machine default settings.	3-22
Machine Management Settings		
Auto Distribution	Register, edit or delete distribution settings.	4-2
User Access Management	Setup user access management, and check the usage status.	4-11
User Policy	Setup user policies.	4-14
Secure Settings	Setup network filter, SSL certificate ^{*1} , or machine policies.	4-19
Archive Settings ^{*1}	Setup to sent communicated documents to a specified destination via fax or e-mail, or store them in a specified folder.	4-29
Machine Information		
Communication Job	Check the fax and e-mail transmission reservation status, and the progress of the communication job being executed.	5-2
Print Job	Check the progress of print jobs being printed or reserved for printing.	5-4
Machine Status	Check the machine status. Export or import machine settings.	5-8
Communication History	Check the history of transmitted and received jobs.	5-5
Print Job History	Check the document print job history.	5-7

*1 This feature is not available on MFX-3510.

Chapter 2

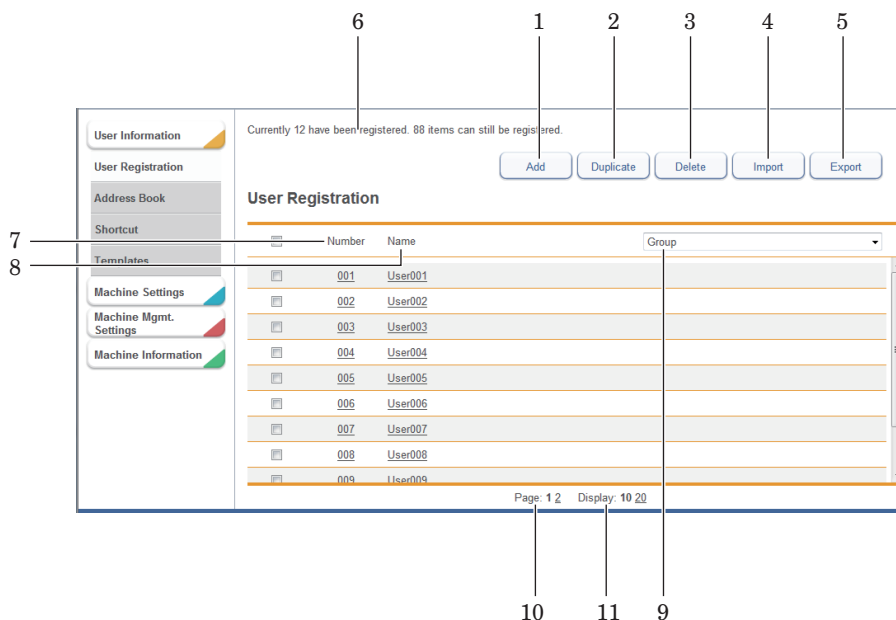
User information settings

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Registering users.....	2-3
Changing user information.....	2-7
Deleting user information.....	2-7
Exporting user information	2-8
Registering addresses.....	2-9
“Address Book” screen	2-9
Registering destinations	2-11
Changing destinations	2-17
Deleting destinations	2-18
Exporting destination	2-19
Grouping multiple destinations	2-20
Registering shortcuts	2-25
Registering folder shortcuts	2-25
Registering FTP shortcuts.....	2-29
Setting templates.....	2-33
Setting document names	2-33
Setting e-mail templates.....	2-35

Registering users

“User Registration” screen

The “User Registration” screen displays a list of the registered users.



Buttons

Button name		Description
1	[Add]	Registers new user information.
2	[Duplicate]	Copies user information that is already registered. The user information can be edited and used as information for another user.
3	[Delete]	Deletes user information.
4	[Import]	Imports user information from an external file.
5	[Export]	Exports user information in the vCard file format.

List items

Item		Description
6	Message area	Displays message.
7	Number	The number assigned to the user.
8	Name	Displays the name registered.
9	Group	Displays the name of the group that the user belongs to. You can filter the displayed users by group name.
10	Page	Enables you to switch pages when the user list does not fit on one page. (The number of pages differs according to how many items are displayed on each page.)
11	Number of displayed items switch	Switches the number of users displayed on one screen.

Registering users

Register users either by entering it new, copying an existing user or importing a vCard format file.

 NOTE

Up to 100 users can be registered.

■ Registering new users

- 1 Log in to OfficeBridge (page 1-4).
- 2 Click [User Information].
- 3 Click [User Registration].
- 4 Click [Add].
- 5 Register the user information.

User Registration > Setting

Number

001

Name

User 001

User ID

user001

Password

Change Password

E-mail Address

User Group

User Group

LDAP Server Authentication

(If required)

Account ID

Password

Change Password

Policy

UserPolicy01

Theme Setting

High Contrast

Language Setting

English

Transmission Report Setting

☒ OFF

☐ Print

☐ E-mail

Setting	Description	Settings
Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required. You cannot enter an existing number.	001 - 100
Name	Enter the user name.	64 characters
User ID	Enter the ID used for identifying the user. You cannot enter an existing user ID. This item is required.	64 characters (\, /, [,], " , : , ; , , < , > , + , = , , , * , ? cannot be used.)
Password ^{*1}	Enter the password used for logging in.	28 characters
E-mail Address	Enter the e-mail address of the user.	50 characters
User Group	Enter the name of the group that the user belongs to. If the group name is already registered, you can also select it from the pull-down menu on the right.	30 characters

Setting	Description		Settings
LDAP Server Authentication (If required) ^{*2}	Account ID	Enter the account for logging in to the LDAP server.	49 characters 29 characters
	Password ^{*1}	Enter the password for logging in to the LDAP server.	
Policy	Select a user policy. This defines which operation/setting the user can use on the machine. For details on the user policy, see “Setting user policies” (page 4-14).		–
Theme Setting	Select the color theme for the screen.		<u>Default Theme</u> High Contrast Low Contrast
Language Setting	Select the display language on OfficeBridge for this user.		<u>English</u> French Spanish
Transmission Report Setting	Select how to deal with the transmission report. This setting will be the default for “Tx Report” when you are logged in on the control panel and send a fax.		<u>OFF</u> Print E-mail
	Option	Description	
	OFF	Do not need a transmission report.	
	Print	Print the transmission report.	
	E-mail	Send the transmission report via e-mail. If you select this option, enter an e-mail address where you want to send the report.	

*1 The password is not displayed on the screen. To change the password, check “Change Password” and enter the new password.

*2 This feature is not available on MFX-3510.

6 Click [Save].

Click [Back] not to save the setting and return to the “User Registration” list screen.

NOTE

Underlined values are the default settings specified at the time of shipment.

■ Copying user information

You can copy user information that is already registered to register a new user. The user group information will be copied.

- 1 Log in to OfficeBridge (page 1-4).
- 2 Click [User Information].
- 3 Click [User Registration].
- 4 Select the checkbox of the user you want to copy.

User Registration			
☐	Number	Name	Group
☐	001	User001	
☒	002	User002	
☐	003	User003	
☐	004	User004	

You cannot copy multiple users at the same time.

- 5 Click [Duplicate].
The “Registration” screen is displayed.
- 6 Change the settings to those for the new user to register.
- 7 Click [Save].
Click [Back] not to save the setting and return to the “User Registration” list screen.

■ Importing user information

You can import data from an external file in vCard format and register it as user information.

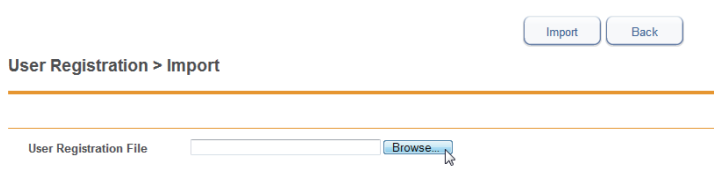
The user information that can be imported and their corresponding vCard item names are indicated below. The letters enclosed in parentheses are the vCard item names.

- Name (N)
- User ID (FN)
- E-Mail Address (EMAIL)

NOTE

- Only vCard format files can be imported.
- If the “User ID” is already registered, it will be overwritten with the imported information.

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [User Information].
- 3 Click [User Registration].
- 4 Click [Import].
- 5 Click [Browse], and specify the location and name of the file to import.



- 6 Click [Import].
A confirmation message is displayed.
- 7 Click [OK].
 - The import process starts.
 - When the import process is complete, the display returns to the “User Registration” list screen.

NOTE

When the display returns to the list screen, the number of successful records is displayed. If the import process failed, message is displayed.

Some examples:

- Could not analyze the imported file.
- Failed to import. An invalid e-mail address(es) has been included.
- Failed to register. The registration capacity has been reached.
- Failed to import. An invalid user ID(s) has been included. Identical user IDs cannot be registered in the “User Registration”.
- Failed to import. An invalid user ID(s) has been included.

Changing user information

You can change user information that has been registered.

- 1 Log in to OfficeBridge ([page 1-4](#)).
 - 2 Click [User Information].
 - 3 Click [User Registration].
 - 4 Click the number or name of the user you want to change.
 - 5 Change the user information.
 - 6 Click [Save].
- Click [Back] not to save the setting and return to the “User Registration” list screen.

Deleting user information

You can delete unnecessary user information from the “User Registration” list screen.
You can select multiple users to delete.

NOTE

- You cannot delete the user that is currently logged in on the control panel.
- You cannot delete users registered as auto distribution destinations.

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [User Information].
- 3 Click [User Registration].
- 4 Select the checkbox of the users you want to delete.

User Registration			
☐	Number	Name	Group
☒	001	User001	
☐	002	User002	
☐	003	User003	

- To select all the displayed user information, select the top checkbox.
 - Click the same checkbox to deselect the item.
- 5 Click [Delete].
 - 6 Click [OK].

Exporting user information

You can export the selected user information to an external file in the vCard format.

The user information that can be exported and their corresponding vCard item names are indicated below. The letters enclosed in parentheses are the vCard item names.

- Display Name (N)
- User ID (FN)
- E-Mail Address (EMAIL)

NOTE

Only one file is created, even when you select multiple users to export.

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [User Information].
- 3 Click [User Registration].
- 4 Select the checkbox of the users you want to export.

User Registration			
☐	Number	Name	Group
☐	001	User001	
☐	002	User002	
☒	003	User003	
☐	004	User004	
☐	005	User005	

- To select all the displayed user information, select the top checkbox.
- Click the same checkbox to deselect the item.
- If you click [Export] without selecting users, all the users are exported.

- 5 Click [Export].
- 6 Click [Save].

The “Save As” dialog box is displayed.
- 7 Specify the name and location to save the file, and click [Save].

The export process starts.

Registering addresses

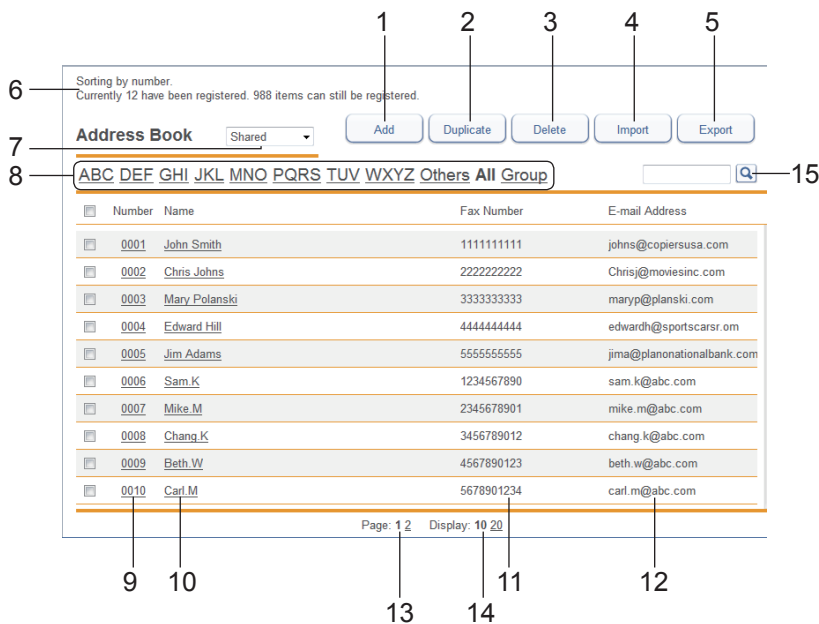
You can register frequently used destination information (fax numbers and e-mail addresses) in the address book. By registering the destinations in the address book, you can easily specify the fax number or e-mail address at fax transmission or Scan to e-mail. There are two kinds of address books; the shared address book, which all users can use, and the personal address book, which can be created for each user.

2

User information settings

“Address Book” screen

The “Address Book” list screen displays a list of the registered destinations. Switch the address book between personal and share using the pull-down menu (item 7) next to the title. You can filter the list using the index menu (item 8) located under the title.



Button

Button name		Description
1	[Add]	Registers new destinations.
2	[Duplicate]	Copies destinations that is already registered. The destination can be edited and used as another destination.
3	[Delete]	Deletes destinations.
4	[Import]	Imports destinations from an external file.
5	[Export]	Exports destinations in the specified file format.

List items

Item		Description
6	Message	Displays message.
7	Personal / Shared switch	Switches the displayed Address Book between personal and shared destinations.  NOTE This switch is only displayed when you have logged in as a user.
8	Filter	Enables you to filter the displayed destination list according to a letter, symbol (Others), all or group.
9	Number	The number assigned to the destination.
10	Name	Displays the destination names.
11	Fax Number	Displays the fax numbers of the registered destination.
12	E-mail Address	Displays the e-mail addresses of the registered destination.
13	Page Switch	Enables you to switch pages when destination does not fit on one page. (The number of pages differs according to how many items are displayed on each page.)
14	Number of displayed items switch	Switches the number of destinations displayed on one screen.
15	Destination Search	Enables you to search for destination. You can search for the following items. • Name • Fax Number • E-Mail Address Searching is performed separately for personal and shared destinations. You can also search groups when groups are displayed. In this case, searching is performed for the group name.

Registering destinations

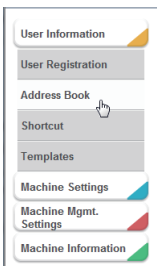
Register destinations either by entering it new, from LDAP server, copying an existing address or importing from an external file.

NOTE

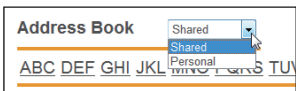
Up to 1,000 destinations can be registered, including both personal and shared destinations.

■ Registering new destinations

- 1 Log in to OfficeBridge (page 1-4).
- 2 Click [User Information].
- 3 Click [Address Book].



- 4 Select whether to register the destination as personal or shared information.



If you have logged in to Administrator screen or as a guest, this menu is not display. You can use only the shared address book.

- 5 Click [Add].
The “Registration” screen is displayed.

6 Set the destination.

Shared Address Book > Registration

Search

Number

Name

Fax Number

E-mail Address

PIN

Super G3 ☒ ON ☐ OFF

Setting	Description	Settings
Search ^{*1}	Searches an LDAP server to register destinations in the address book. Refer to “ Registering destination using an LDAP server ” on page 2-14.	
Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required. You cannot enter an existing number. However, the same number can be registered in both the shared address book and the personal address book.	1 - 9999
Name	Enter the name of the destination. This item is required. You cannot enter an existing name. However, the same name can be registered in both the shared address book and the personal address book.	30 characters
Fax Number ^{*2}	Enter the fax number of the destination. The following dialing options are also available:	
	Option	Description
	-	Hyphen. Makes the entered fax number easier to see. (Example) 111-1111-1111
	/P	Pause. This is used to open a space between dials. To increase the pause time, enter multiple pause options. (Example) 2/P222-2222-2222
	/T	Tone. This is used to switch from pulse-dialing to tone-dialing. This option may not be available in some countries and regions.
	/N	Prefix. This is used to enter a prefix number. To use a prefix number, register it in advance. For details, see “ Specifying default machine settings ” (page 3-22). (Example) /N333-3333-3333
E-mail Address ^{*2}	Enter the e-mail address for the destination.	50 characters
PIN	Enter the PIN.	8 digits, *, #
Super G3	Set whether to transmit with Super G3.	<u>ON</u> OFF

*1 This feature is not available on MFX-3510.

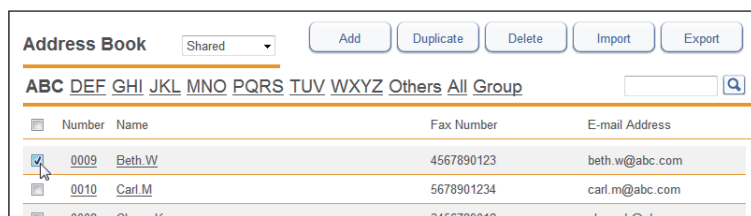
*2 Either fax number or e-mail address must be entered.

- 7 Click [Save].
Click [Back] not to save the setting and return to the “Address Book” screen.

■ Copying destination

You can copy destination that is already registered to register a new destination.

- 1 Log in to OfficeBridge (page 1-4).
- 2 Click [User Information].
- 3 Click [Address Book].
- 4 Select whether to register the destination as personal or shared information.
If you have logged in to Administrator screen or as a guest, you can select only the shared address book.
- 5 Select the checkbox of the destination you want to copy.



Number	Name	Fax Number	E-mail Address
☒ 0009	Beth.W	4567890123	beth.w@abc.com
☐ 0010	Carl.M	5678901234	carl.m@abc.com
☐ 0008	Chong.K	3456789012	chong.k@abc.com

You cannot copy multiple destinations at the same time.

- 6 Click [Duplicate].
The “Registration” screen is displayed.
- 7 Change the settings to those for the new destination to register.
- 8 Click [Save].
Click [Back] not to save the setting and return to the “Address Book” screen.

■ Registering destination using an LDAP server

You can register destination using an LDAP server.

NOTE

- This feature is not available on MFX-3510.
- The following destination is detected: “User Name”, “E-mail Address” and “Fax Number”.
- To search an LDAP server, it is necessary to register the LDAP server settings in “Machine Settings”. For details, refer to “[Setting the LDAP server](#)” (page 3-10).

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [User Information].

3 Click [Address Book].

4 Select whether to register the destination as personal or shared information.

If you have logged in to Administrator screen or as a guest, this menu is not display. You can use only the shared address book.

5 Click [Add].

The “Registration” screen is displayed.

6 Click [LDAP Search].

7 Select the LDAP server to search from the pull-down menu.

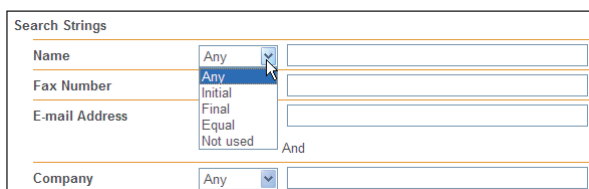
8 Set the search method.



The image shows a 'Search Method' section with two radio button options. The first option is 'Exact Match' with an unselected radio button. The second option is 'Match any conditions' with a selected radio button.

Select either “Exact Match” or “Match any conditions”.

9 Set the search parameters.



The image shows a 'Search Strings' form. It contains four rows, each with a label, a dropdown menu, and an input field. The first row is 'Name' with a dropdown showing 'Any' selected. The second row is 'Fax Number' with a dropdown showing 'Any'. The third row is 'E-mail Address' with a dropdown showing 'Initial'. The fourth row is 'Company' with a dropdown showing 'Any'. There is an 'And' label between the third and fourth rows. The input fields are empty.

The search parameters you can use are indicated below.

- Any: Searches for items that include the specified string.
Initial: Searches for items that start with the specified string.
Final: Searches for items that end with the specified string.
Equal: Searches for items that exactly match the specified string.
Not used: The string entered in the entry box is ignored.

10 Enter the string to search for in the entry box.

11 Click [Search].

When authentication is required to access the LDAP server, the “LDAP Server Authentication” screen is displayed. Enter the “Account ID” and “Password”, and click [Login].

12 Select the destination to register from the search results, and click [OK].

You can only select one destination.

13 Register the destination.

14 Click [Save].

Click [Back] not to save the setting and return to the “Address Book” screen.

■ Importing destination

You can import data from an external file and register it as destinations.

NOTE

- You can import files in the CSV or vCard format.
- You can import shared address book only to shared book, and personal address book only to personal address book.

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [User Information].

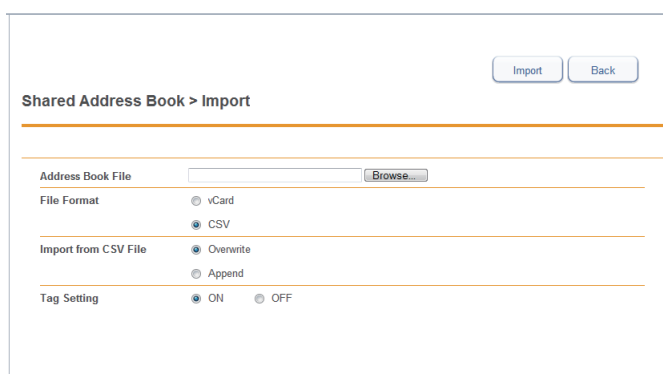
3 Click [Address Book].

4 Select whether to register the destination as personal or shared information.

If you have logged in to Administrator screen or as a guest, you can select only the shared address book.

5 Click [Import].

6 Set the detailed information.



Setting	Description
Address Book File	Click [Browse], and specify the file to import.
File Format	Select the format of the file to import.

Setting	Description
Import from CSV File	This item is displayed when you select “CSV” for the file format. Overwrite: Deletes all the data in the selected personal address book or shared address book, and then imports the data. Data for the “Number” item is also imported. Append: Adds the data to the address book. However, the data for the “Number” item is not imported, and a number is assigned automatically.
Tag Setting	Set whether to specify tag settings when importing the data. This item is displayed when you select “CSV” for the file format. ON: Select “ON” to manually associate the address book items with the items in the file. OFF: Select “OFF” to automatically associate the address book items with the items in the file.

7 Click [Import].

- When you have selected “OFF” for “Tag Setting”, this will conclude the procedure.
- When you have selected “ON” for “Tag Setting”, proceed to step 8.

8 Set the tags for each item, and click [Import].

The import process starts.

Changing destinations

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information].
- 3** Click [Address Book].
- 4** Select the address book in which the destination is registered from personal or shared.
If you have logged in to Administrator screen or as a guest, you can select only the shared address book.
- 5** Click the number or name of the destination you want to change.
- 6** Change the destination.
- 7** Click [Save].
Click [Back] not to save the setting and return to the “Address Book” screen.

Deleting destinations

You can delete unnecessary destinations from the “Address Book” list screen.
You can select multiple destinations to delete.

NOTE

You cannot delete the destination in the following case:

- the destination is used in auto distribution
- the destination is used in favorite address
- the destination is used in my job
- the destination is used currently in transmission or in delayed transmission
- When the locations are displayed on the control panel

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information].
- 3** Click [Address Book].
- 4** Select the address book in which the destination is registered from personal or shared.
If you have logged in to Administrator screen or as a guest, you can select only the shared address book.
- 5** Select the checkbox of the destination you want to delete.
 - To select all the displayed destination, select the top checkbox.
 - Click the same checkbox to deselect the item.
- 6** Click [Delete].
- 7** Click [OK].
The selected destination is deleted.

Exporting destination

You can export the selected destination to an external file.
You can select multiple destinations.

NOTE

You can export files in the CSV or vCard format.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information].
- 3** Click [Address Book].
- 4** Select the address book in which the destination is registered from personal or shared.
If you have logged in to Administrator screen or as a guest, you can select only the shared address book.
- 5** Select the checkbox of the destination you want to export.
 - To select all the displayed destination, select the top checkbox.
 - Click the same checkbox to deselect the item.
 - If you click [Export] without selecting destination, all the destinations are exported.
- 6** Click [Export].
- 7** Select the export format from “vCard” or “CSV”.
- 8** Click [Export].
- 9** Click [Save].
The “Save As” dialog box is displayed.
- 10** Specify the name and location to save the file, and click [Save].
The export process starts.

Grouping multiple destinations

You can group and manage multiple destinations according to your needs. Since transmission settings can be specified for groups, it is not necessary to specify the settings for each destination separately.

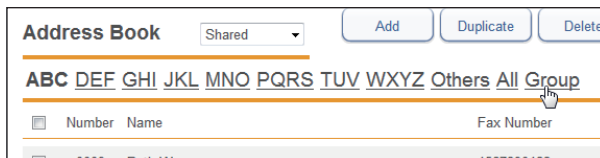
NOTE

Up to 100 groups can be registered, including both personal and shared groups.

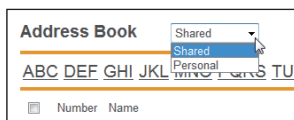
■ Registering new groups

You can create a group in the address book, and register destination in that group.

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [User Information].
- 3 Click [Address Book].
- 4 Click [Group].



- 5 You can select whether to register the group as a personal or shared group.



- When you register a personal group, you can group both personal and shared destinations.
- When you register a shared group, you can group only shared destinations.
- If you have logged in to administrator screen or as a guest, you can select only the shared group.

- 6 Click [Add].
The “Registration” screen is displayed.

7 Enter number and group name.

Setting	Description	Settings
Number	Enter the number of the group from 1 - 100. You cannot enter an existing number. However, the same group number can be registered in both the shared address book and the personal address book. This item is required.	1 - 100
Name	Enter the name of the group. You cannot enter an existing group name. However, the same group name can be registered in both the shared address book and the personal address book. This item is required.	50 characters

8 Select the destinations to register.

- When you register a personal group, you can switch the address book to “Shared” and “Personal” from the pull-down menu next to “Address Book”.
- In the address book list on the left, select the checkbox of the destinations to register.
- To select all the displayed destination information, select the top checkbox.
- Click the same checkbox to deselect the item.

9 Click a transmission destination registration button.

The types and functions of the buttons are indicated below.

- [Fax] Registers the destination as a fax destination.
- [To] Registers the destination as an e-mail destination.
- [Cc] Registers the destination as a Cc e-mail destination. The original destination (To) is also notified of the Cc destinations.
- [Bcc] Registers the destination as a Bcc e-mail destination. The original destinations (To/Cc) are not notified of the Bcc destinations.

10 Click [Save].

Click [Back] not to save the setting and return to the “Address Book” screen.

■ Copying groups

You can copy group information that is already registered to register a new group.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information].
- 3** Click [Address Book].
- 4** Click [Group].
- 5** Select the group to copy from personal or shared.
If you have logged in to administrator screen or as a guest, you can select only the shared group.
- 6** Select the checkbox of the group information you want to copy.
You cannot copy multiple groups at the same time.
- 7** Click [Duplicate].
The “Registration” screen is displayed with the copied settings entered for the group information.
- 8** Change the settings to those for the new group to register.
- 9** Click [Save].
Click [Back] not to save the setting and return to the “Address Book” screen.

■ Changing groups

- 1 Log in to OfficeBridge (page 1-4).
- 2 Click [User Information].
- 3 Click [Address Book].
- 4 Click [Group].
- 5 Select the group to change from personal or shared.
If you have logged in to administrator screen or as a guest, you can select only the shared group.
- 6 Click the number or name of the group to change.
- 7 To delete a destination, select the checkbox for the destination to delete in the group edit area on the right side of the screen.

- To select all the displayed destinations, select the top checkbox.
- Click the same checkbox to deselect the item.

- 8 Click [Delete], and then [OK].
- 9 To add a destination, select the destination to add in the address book list on the left, and click a transmission destination registration button.
- 10 Click [Save].
Click [Back] not to save the setting and return to the “Address Book” screen.

■ Deleting groups

You can delete unnecessary group information from the “Address Book” group list screen. You can select multiple groups to delete.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information].
- 3** Click [Address Book].
- 4** Click [Group].
- 5** Select the group to delete from personal or shared.
If you have logged in to administrator screen or as a guest, you can select only the shared group.
- 6** Select the checkbox of the groups you want to delete.
 - To select all the displayed group information, select the top checkbox.
 - Click the same checkbox to deselect the item.
- 7** Click [Delete].
- 8** Click [OK].
The selected group information is deleted.

Registering shortcuts

You can use OfficeBridge to register folders and FTP servers as shortcuts. The shortcuts registered here can be used on the machine control panel.

Registering folder shortcuts

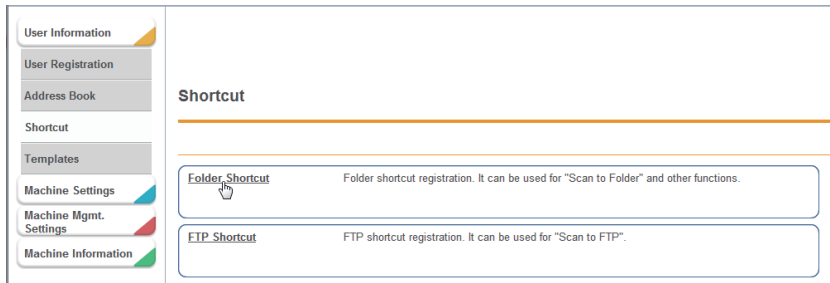
You can register folder shortcuts. There are two kinds of folder shortcuts; the shared folder shortcuts, which all users can use, and the personal folder shortcuts, which can be created for each user.

NOTE

- Up to 300 folder shortcuts can be registered, including both personal and shared folder shortcuts.
- Only folders shared on the network can be used as folder shortcuts.

■ Registering new shortcuts

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [User Information], and then [Shortcut].
- 3 Click “Folder Shortcut”.



- 4 Select whether to register the folder shortcut as personal or shared use.



- If you are using MFX-3510, this step is not necessary. Proceed to step 5.
- If you have logged in to Administrator screen or as a guest, this menu is not display. You can use only the shared folder shortcut.

- 5 Click [Add].

6 Set the detailed information.

Shortcut > Folder Shortcut > Setting

Shortcut Number	001
Shortcut Name	
Folder Path	Browse
User Name	
Password	☒ Change Password
Auto Login	☒ ON ☐ OFF

Setting	Description	Settings
Shortcut Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required.	1 - 300
Shortcut Name	Enter the shortcut name.	24 characters
Folder Path	Enter the path including the folder to be registered. Enter the path name in the “\\(computer name)/(folder name)” format. Click [Browse] to enter the folder path by browsing to it. This item is required.	128 characters (:, , <, >, ", *, ? cannot be used.)
User Name	Enter the user name requested when logging in.	64 characters
Password ^{*1}	Set the password requested when logging in.	28 characters
Auto Login	Set whether to automatically perform a network login to the specified folder. If you set “OFF”, the login screen is displayed when you use the folder shortcut from the control panel of the machine.	<u>ON</u> OFF

*1 The password is not displayed on the screen. To change the password, check “Change Password” and enter the new password.

7 Click [Save].

Click [Back] not to save the setting and return to the “Folder Shortcut” screen.

NOTE

- Underlined values are the default settings specified at the time of shipment.
- When you click [Browse] in “Folder Path”, a list of the network environment you are connected to is displayed.

...> Folder Shortcut > Setting > Browse

Path	\\ABCSERVER/Public Browse
Browse	List Root Back A0001 A0102 A0203 A0304 A0110000001 <u>A0120000021</u> B2011000223 B2011000235 B2011000463

- 1 In step 6, click [Browse].
If you enter the computer name in the folder path and click [Browse], you can display a list of the shared folders in that computer.
- 2 Click a displayed computer name or folder name, and select the folder to register in the folder shortcut.
 - Click [Back] to return to the previous folder level.
 - Click [Root] to return to the first (root) level.
- 3 Click [Save].
The folder path name is entered.

■ Copying folder shortcuts

You can copy a folder shortcut that is already registered to register a new folder shortcut.

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [User Information], and then [Shortcut].
- 3 Click “Folder Shortcut”.
- 4 Select the shortcut to copy from personal or shared.
If you have logged in to Administrator screen or as a guest, this menu is not display. You can use only the shared folder shortcut.
- 5 Select the checkbox of the folder shortcut to copy.
You cannot copy multiple folder shortcuts at the same time.
- 6 Click [Duplicate].
The “Setting” screen is displayed with the copied settings entered for the detailed information.
- 7 Change the settings to those for the new folder shortcut to register.
- 8 Click [Save].
Click [Back] not to save the setting and return to the “Folder Shortcut” screen.

■ Changing folder shortcuts

You can change folder shortcut settings that have been registered.

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [User Information], and then [Shortcut].
- 3 Click “Folder Shortcut”.
- 4 Select the shortcut to copy from personal or shared.
If you have logged in to Administrator screen or as a guest, this menu is not display. You can use only the shared folder shortcut.
- 5 Click the number or name of the folder shortcut you want to change.

6 Change the settings of the folder shortcut.

7 Click [Save].

Click [Back] not to save the setting and return to the “Folder Shortcut” screen.

■ Deleting folder shortcuts

You can delete unnecessary folder shortcuts from the list.

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [User Information], and then [Shortcut].

3 Click “Folder Shortcut”.

4 Select the shortcut to copy from personal or shared.

If you have logged in to Administrator screen or as a guest, this menu is not display. You can use only the shared folder shortcut.

5 Select the checkbox of the folder shortcut to delete.

- To select all the displayed folder shortcuts, select the top checkbox.
- Click the same checkbox to deselect the item.

6 Click [Delete].

7 Click [OK].

The selected folder shortcuts are deleted.

NOTE

A folder shortcut cannot be deleted when it is being used for other functions.

Registering FTP shortcuts

You can register FTP shortcuts.

NOTE

Up to 20 FTP shortcuts can be registered.

■ Registering new FTP shortcuts

- 1 Log in to OfficeBridge (page 1-4).
- 2 Click [User Information], and then [Shortcut].
- 3 Click “FTP Shortcut”.

User Information

User Registration

Address Book

Shortcut

Templates

Machine Settings

Machine Mgmt. Settings

Machine Information

Shortcut

Folder Shortcut

Folder shortcut registration. It can be used for “Scan to Folder” and other functions.

FTP Shortcut

FTP shortcut registration. It can be used for “Scan to FTP”.

- 4 Click [Add].
- 5 Set the detailed information.

SaveBack

Shortcut > FTP Shortcut > Setting

Shortcut Number01

Shortcut Name

Host Name

Folder PathBrowse

User NameAnonymous

PasswordChange Password

PASV ModeONOFF

Port Number21

Setting	Description	Settings
Shortcut Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required.	1 - 20
Shortcut Name	Enter the shortcut name.	24 characters
Host Name	Enter the address of the FTP server to create the shortcut for. Enter an IP address or Fully Qualified Domain Name (FQDN). This item is required. NOTE The total characters for “Host Name” and “Folder Path” should be within 126.	126 characters

Setting	Description	Settings
Folder Path	Enter the path including the folder to be registered. Enter it in the “/(folder name)” format. Click [Browse] to enter the folder path by browsing to it. NOTE The total characters for “Host Name” and “Folder Path” should be within 126.	126 characters (:, , <, >, ", *, ? cannot be used.)
User Name	Enter the user name requested when logging in.	64 characters
Anonymous	If you select this, the user name anonymous is entered automatically. If you deselect this, “User Name” and “Password” are cleared.	—
Password ^{*1}	Set the password requested when logging in.	28 characters
PASV Mode	Select whether to connect with the PASV mode.	<u>ON</u> OFF
Port Number	Enter the port number of the FTP server.	5 digits: <u>21</u>

*1 The password is not displayed on the screen. To change the password, check “Change Password” and enter the new password.

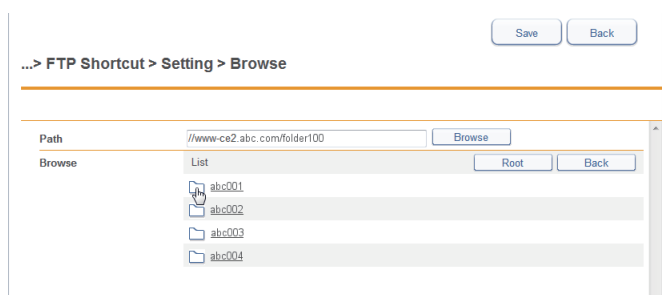
6 Click [Save].

Click [Back] not to save the setting and return to the “FTP Shortcut” screen.

NOTE

- Underlined values are the default settings specified at the time of shipment.
- You can browse the folders in the FTP server when you enter the folder in “Folder Path”.

- 1 In step 5, enter the host name in the “Host Name” field.
- 2 Click [Browse] in “Folder Path”.
- 3 Enter user name and password to enter the FTP server, and click [Save].
- 4 Select the folder to register.



- Click [Back] to return to the previous folder level.
- Click [Root] to return to the first (root) level.

5 Click [Save].

The folder path name is entered.

■ Copying FTP shortcuts

You can copy an FTP shortcut that is already registered to register a new FTP shortcut.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information], and then [Shortcut].
- 3** Click “FTP Shortcut”.
- 4** Select the checkbox of the FTP shortcut to copy.
You cannot copy multiple FTP shortcuts at the same time.
- 5** Click [Duplicate].
The “Setting” screen is displayed with the copied settings entered for the detailed information.
- 6** Change the settings to those for the new FTP shortcut to register.
- 7** Click [Save].
Click [Back] not to save the setting and return to the “FTP Shortcut” screen.

■ Changing FTP shortcuts

You can change FTP shortcut settings that have been registered.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information], and then [Shortcut].
- 3** Click “FTP Shortcut”.
- 4** Click the number or name of the FTP shortcut you want to change.
- 5** Change the FTP shortcut settings.
- 6** Click [Save].
Click [Back] not to save the setting and return to the “FTP Shortcut” screen.

■ Deleting FTP shortcuts

You can delete unnecessary FTP shortcuts from the list.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information], and then [Shortcut].
- 3** Click “FTP Shortcut”.
- 4** Select the checkbox of the FTP shortcut to delete.
 - To select all the displayed FTP shortcuts, select the top checkbox.
 - Click the same checkbox to deselect the item.
- 5** Click [Delete].
- 6** Click [OK].

The selected FTP shortcuts are deleted.

Setting templates

OfficeBridge enables you to register templates to assist users when they operate the machine.

Setting document names

You can edit file names of the scanned images using the file names (document names) registered in advance.

NOTE

Up to 20 file names can be registered.

■ Registering new document names

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [User Information], and then [Templates].
- 3 Click “Document Name”.

- 4 Click [Add].
- 5 Set the detailed information.

Setting	Description	Settings
Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required.	1 - 20

Setting	Description	Settings
Document Name	Enter the document name for the template. This item is required.	80 characters (\, /, :, *, ?, ", <, >, cannot be used.)

6 Click [Save].

Click [Back] not to save the setting and return to the “Document Name” screen.

■ Copying document names

You can copy a document name that is already registered to register a new document name.

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [User Information], and then [Templates].

3 Click “Document Name”.

4 Select the checkbox of the document name you want to copy.

You cannot copy multiple document names at the same time.

5 Click [Duplicate].

6 Change the document name.

7 Click [Save].

Click [Back] not to save the setting and return to the “Document Name” screen.

■ Changing document names

You can change a document name that has been registered.

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [User Information], and then [Templates].

3 Click “Document Name”.

4 Click the number or name of the document name you want to change.

5 Change the number or name of the document.

6 Click [Save].

Click [Back] not to save the setting and return to the “Document Name” screen.

■ Deleting document names

You can delete unnecessary document names.

- 1 Log in to OfficeBridge (page 1-4).
 - 2 Click [User Information], and then [Templates].
 - 3 Click “Document Name”.
 - 4 Select the checkbox of the document name you want to delete.
 - To select all the displayed document names, select the top checkbox.
 - Click the same checkbox to deselect the item.
 - 5 Click [Delete].
 - 6 Click [OK].
- The document name is deleted.

Setting e-mail templates

When you use the “Scan to e-mail” function, you can use a pre-registered subject and text of an e-mail.

NOTE

Up to 10 e-mail templates can be registered.

■ Registering new e-mail templates

- 1 Log in to OfficeBridge (page 1-4).
- 2 Click [User Information], and then [Templates].
- 3 Click “Template”.

The screenshot shows the 'Templates' configuration page in OfficeBridge. On the left is a navigation sidebar with options: User Information, User Registration, Address Book, Shortcut, Templates (highlighted), Machine Settings, Machine Mgmt. Settings, and Machine Information. The main content area is titled 'Templates' and features two text input fields. The first field is for 'Document Name' with a hint: 'You can set the document name for scanning jobs.' The second field is for 'Template' (indicated by a mouse cursor icon) with a hint: 'Registering a subject line and text message for an e-mail template. This is useful when using "Scan to E-mail".'

- 4 Click [Add].

5 Set the detailed information.

Setting	Description	Settings
Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required.	1 - 10
Template Name	Enter the name of the e-mail template. This item is required.	40 characters
Subject	Enter the subject of the e-mail template.	80 characters
Text	Enter the text of the e-mail template.	1,024 characters

6 Click [Save].

Click [Back] not to save the setting and return to the “Template” screen.

■ Copying e-mail templates

You can copy an e-mail template that is already registered to register a new e-mail template.

1 Log in to OfficeBridge (page 1-4).

2 Click [User Information], and then [Templates].

3 Click “Template”.

4 Select the checkbox of the e-mail template you want to copy.

You cannot copy multiple templates at the same time.

5 Click [Duplicate].

6 Change the settings to those for the new e-mail template to register.

7 Click [Save].

Click [Back] not to save the setting and return to the “Template” screen.

■ Changing an e-mail template

You can change an e-mail template that has been registered.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information], and then [Templates].
- 3** Click “Template”.
- 4** Click the number or template name you want to change.
- 5** Change the setting.
- 6** Click [Save].
Click [Back] not to save the setting and return to the “Template” screen.

■ Deleting an E-mail Template

You can delete unnecessary e-mail templates.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [User Information], and then [Templates].
- 3** Click “Template”.
- 4** Select the checkbox of the e-mail template you want to delete.
 - To select all the displayed e-mail templates, select the top checkbox.
 - Click the same checkbox to deselect the item.
- 5** Click [Delete].
- 6** Click [OK].
The e-mail template is deleted.

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Chapter 3

Machine settings

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Setting the network environment

Set the network environment for connecting the machine to network.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).

This function may also be available on Guest and User login screen, depending on user policy settings.

- 2 Click [Machine Settings], and then [TCP/IP Settings].

- 3 Set the detailed information.

The screenshot shows the 'TCP/IP Settings' page in OfficeBridge. The left sidebar contains a menu with the following items: User Information, Machine Settings (selected), TCP/IP Settings, E-mail Settings, LDAP Server Settings, SNMP Settings, Internet Time Settings, Machine Setup, Machine Default Settings, Machine Mgmt. Settings, and Machine Information. The main content area is titled 'TCP/IP Settings' and has 'Save' and 'Initialize' buttons at the top right. The settings are organized into sections: Host Name, Workgroup, DNS Server Addresses (Preferred DNS server, Alternate DNS server, DNS Suffix), Obtain an IP address (radio buttons for ON and OFF), automatically, IP Address, Subnet Mask, Default Gateway, WINS Server Address, IPv6 Setting (Obtain an IPv6 address, automatically, Link Local Address, Global IP Address, Subnet Prefix Length, Default Gateway), and Port Number Setting (HTTP Port Number).

Setting	Description	Settings
Host Name	Enter the host name of the machine. The default setting is the MAC address. If multiple machines are connected to the same network, make sure to set a different host name for each machine.	15 characters (* cannot be used as the first letter.)
Workgroup	Enter the workgroup name of the network the machine is connected to.	15 characters (* cannot be used as the first letter.) <u>WORKGROUP</u>
DNS Server Addresses	When using a DNS server, enter the Preferred DNS server address and the Alternate DNS server address.	0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered.
DNS Suffix	To perform name resolution using only a host name, register the DNS suffix.	50 characters
Obtain an IP address automatically	Set whether to enable or disable the DHCP setting. Set "ON" to enable the DHCP setting and obtain an IP address automatically, or "OFF" to disable it.	<u>ON</u> OFF
IP Address	Enter the IP address. If "Obtain an IP address automatically" is ON, the retrieved IP address is displayed, and you cannot edit it.	XXX.XXX.XXX.XXX format (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered.
Subnet Mask	Enter the subnet mask. If "Obtain an IP address automatically" is ON, the retrieved subnet mask is displayed, and you cannot edit it.	
Default Gateway	If you are using a gateway, enter the gateway address.	
WINS Server Address	If you are using a WINS server, enter the WINS server address.	

IPv6 Setting

These settings are displayed when you click [+].

NOTE

This feature is not available on MFX-3510.

Setting	Description	Settings
Obtain an IPv6 address automatically	Set whether to enable or disable the DHCP setting.(DHCPv6 stateful Autoconfiguration) Set "ON" to enable the DHCP setting, or "OFF" to disable it.	<u>ON</u> OFF
Link Local Address	Displays the link local IP address. This address cannot be edited.	—
Global IP Address	Enter the global IP address. If DHCP is enabled, the retrieved global IP address is displayed, and you cannot edit it.	—
Subnet Prefix Length	Enter the subnet prefix length. If a global IP address is entered, you cannot enter 0 here.	0 - 128: 0
Default Gateway	If you are using a gateway, enter the gateway address.	—

Port Number Setting

These settings are displayed when you click [+].

Setting	Description	Settings
HTTP Port Number	Enter the port number of the HTTP server.	0 - 65535: <u>80</u>
HTTPS Port Number ^{*1}	Enter the port number of the HTTPS server.	0 - 65535: <u>443</u>
OfficeBridge Port Number for searching	Specify the UDP port number used for automatically searching OfficeBridge when installing a printer.	0 - 65535: <u>61000</u>
RAW port (Port 9100) Number	Specify the port number to use for the RAW port.	0 - 65535: <u>9100</u>

*1 This feature is not available on MFX-3510.

4 Click [Save].

Click [Initialize] to restore the default settings.

NOTE

- Underlined values are the default settings specified at the time of shipment.
- If you disable the DHCP setting, the IP address set becomes a static IP address. However, if the power is left OFF for an extended period, the setting may change. In this case, contact your administrator to set the static address.

Setting the e-mail environment

SMTP/POP settings

Set the environment for transmitting e-mail on your machine.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [E-mail Settings].
- 3 Click “SMTP/POP Settings”.
- 4 Set the detailed information.

E-mail Settings > SMTP/POP Settings

Machine Information

Name	
E-mail Address	
"Reply-To" e-mail address	

SMTP Server Setting

SMTP Server Address	
SMTP Port Number	25
SSL	☒ OFF ☐ SSL ☐ STARTTLS
SMTPS Port Number	465
SMTP Send	☒ Not used.
Authentication	☐ LOGIN ☐ PLAIN ☐ CRAM-MD5
SMTP Authentication	
User Name	
SMTP Authentication	☐ Change Password
Password	
POP before SMTP	☐ ON ☒ OFF

Machine Information

Setting	Description	Settings
Name	Enter the name to display in the sender field (From) when transmitting Scan to e-mail. If e-mail is transmitted after performing a user login, the user name registered in the user information is displayed.	40 characters
E-mail Address	Enter the e-mail address assigned to the machine. If e-mail is transmitted after performing a user login, the e-mail address registered in the user information is displayed.	50 characters (0 - 9, A - z, @, ., -, _)
"Reply-To" e-mail address	Enter the e-mail address used for the destination to reply to.	50 characters (0 - 9, A - z, @, ., -, _)

SMTP Server Setting

Setting	Description	Settings
SMTP Server Address	Enter the IP address or domain name for the SMTP server to use when transmitting e-mail.	Use the XXX.XXX.XXX.XXX format for an IP address. (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered. For a domain name, you can enter 50 characters (0 - 9, a - z, A - Z, -, ., _).
SMTP Port Number	Enter the SMTP port number.	0 - 65535: <u>25</u>
SSL	To establish SSL connection, select "SSL". Select "SSL" and "STARTTLS" for cryptographic communication. Select "STARTTLS" for the Microsoft Exchange Server.	<u>OFF</u> SSL STARTTLS
SMTPS Port Number	Enter the SMTPS port number.	0 - 65535 SSL: <u>465</u> STARTTLS: <u>25</u>
SMTP Send Authentication	Set the SMTP authentication method when the SMTP server you are using requires authentication.	<u>Not used.</u> LOGIN PLAIN CRAM-MD5
SMTP Authentication User Name	Register the user name that should be used when the SMTP server authenticate the account.	50 characters
SMTP Authentication Password ^{*1}	Register the password that should be used when the SMTP server authenticate the account.	50 characters

Setting	Description	Settings
POP before SMTP	Set this to "ON" to be authenticated by the POP server when you send an e-mail. For some providers, POP authentication is required before you send e-mail (before a send request to the SMTP server). In such a case, set this item. Following settings are displayed when this setting is turned ON.	ON <u>OFF</u>
POP3 Server Address	Enter the IP address or domain name for the POP server to use when transmitting e-mail.	50 characters
POP3 Port Number	Enter the POP port number.	0 - 65535: <u>110</u>
SSL	Set "ON" to use SSL communication, or "OFF" to not use it.	ON <u>OFF</u>
POP3S Port Number	Enter the POP3S port number.	0 - 65535: <u>995</u>
POP Receive Authentication	Set the POP authentication method when the POP server you are using requires authentication.	<u>Normal</u> APOP
POP3 User Name	Enter the account to use when logging on to the POP3 server.	50 characters
POP3 User Password ^{*1}	Enter the password to use when logging on to the POP3 server.	50 characters

*1 The password is not displayed on the screen. To change the password, check "Change Password" and enter the new password.

5 Click [Save].

- Click [Back] not to save the setting and return to the "E-mail Settings" list screen.
- Click [Initialize] to restore the default settings.

NOTE

Underlined values are the default settings specified at the time of shipment.

Setting the e-mail operating environment

Set the e-mail operating environment for Scan to e-mail function.

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [E-mail Settings].
- 3 Click “Optional E-mail Settings”.
- 4 Set the detailed information.

Setting	Description	Settings
Insert Subject/Text		
Language	Set the language to use. Select the language in which subject and text are inserted at scan to e-mail and auto distribution.	<u>English</u> French Spanish
Insert Subject/Text automatically	Set whether to automatically insert the following subject and text when sending Scan to e-mail. If you manually set a subject and text, the subject and text you enter is inserted instead: Subject: E-mail Message Text: This is an E-mail message. Please open the attached file.	<u>ON</u> OFF
Sender's Information	Set whether to attach sender information, total page numbers and transmission date and time to the text. This setting is adopted only when “Insert Subject / Text automatically” is ON.	<u>Attached</u> Not attached
To/Cc/Bcc ^{*1}	Specify whether to include e-mail destination information (To, Cc, Bcc) in e-mail headers.	<u>Show all recipients.</u> Don't show any recipients.

- *1 If e-mail is broadcasted in large volumes to multiple addresses, some servers may not accept the e-mail. If this happens, select “Don't show any recipients.”.
With this selected, the destination information is not written in the e-mail.

5 Click [Save].

- Click [Back] not to save the setting and return to the “E-mail Settings” list screen.
- Click [Initialize] to restore the default settings.

NOTE

Underlined values are the default settings specified at the time of shipment.

Setting the LDAP server

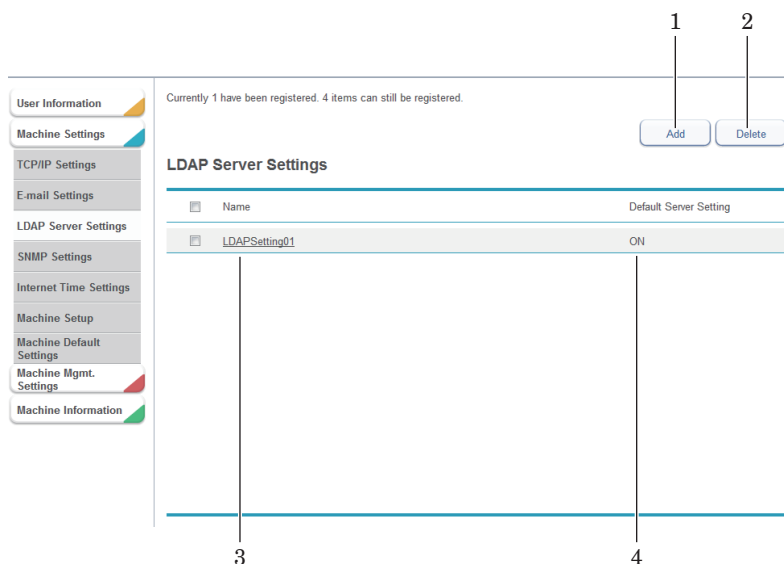
Set the environment for searching an Lightweight Directory Access Protocol (LDAP) server.

NOTE

This feature is not available on MFX-3510.

“LDAP Server Settings” list screen

The “LDAP Server Settings” list screen displays a list of the registered LDAP server settings.



Button

Button name	Description
1 [Add]	Registers new LDAP server search settings.
2 [Delete]	Deletes LDAP server search settings.

List Items

Item	Description
3 Name	Displays the name registered. If you do not register a name, the LDAP server address is displayed after it is registered.
4 Default Server Setting	You can change the default server used for LDAP searching. “ON” indicates that the server is enabled, and “OFF” indicates that the server is disabled. Click  to switch the default server setting. Only one server can be enabled.

Registering new LDAP server search settings

You can register new LDAP server search settings in OfficeBridge.

NOTE

Up to 5 server settings can be registered.

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [LDAP Server Settings].
- 3 Click [Add].
- 4 Set the detailed information.

SaveBack

LDAP Server Settings > Setting

Name

LDAP Server Address

Port Number

389

Authentication Method

☒ Anonymous

☐ Simple

☐ DIGEST-MD5

Search Base

Search

Max. number of search results

50

Time Limit

0

Optional Setting

Additional Attribute

Additional String

Any

Default Server Setting

☐ Set as default.

Attribute Setting

Name 1

cn

Name 2

commonname

E-mail Address 1

mail

E-mail Address 2

Fax Number 1

facsimileTelephoneNumber

Setting	Description	Settings
Name	Enter the name to set.	23 characters
LDAP Server Address	Enter the name or IP address (IPv4 only) of the LDAP server to set. This item is required.	For an LDAP server name, 99 characters Use the XXX.XXX.XXX.XXX format for an IP address. (Where XXX is a number between 0 and 255.)
Port Number	Enter the port number of the LDAP server to set.	0 - 65535: 389

Setting	Description	Settings
Authentication Method	Set whether a login is required to access the LDAP server. If you select “Simple” or “DIGEST-MD5”, set OfficeBridge User login, Account ID, and Password.	<u>Anonymous</u> Simple DIGEST-MD5
OfficeBridge User login	Set whether to log in using an account and password registered in the user information.	ON <u>OFF</u>
Account ID	If “Authentication Method” is set to “Simple” or “DIGEST-MD5”, and “OfficeBridge User Login” is set to “OFF”, enter the account to use for logging in to the LDAP server.	49 characters
Password	If “Authentication Method” is set to “Simple” or “DIGEST-MD5”, and “OfficeBridge User Login” is set to “OFF”, enter the password to use for logging in to the LDAP server.	29 characters
Search Base	Enter the starting search position in the hierarchical structure of the LDAP server. Searching is performed included all sub directories under the starting search position. Click [Search Base] to search for the search base. The results are listed on the right to select to automatically enter it in the entry box.	99 characters
Max. number of search results	Enter the maximum number of search results.	1 - 100: <u>50</u>
Time Limit	Enter the maximum time to use for the search process in seconds. Enter “0” to set no limit.	0 - 9999: <u>0</u>
Optional Setting	Specify the settings related to attributes used when searching the LDAP server.	—
Additional Attribute	Enter the attribute to add to the LDAP search.	49 characters
Additional String	Enter the attribute value to add to the LDAP search.	99 characters
Search Parameter	Set the search parameter with the attribute in “Additional String” set as the search item. The search parameters you can use are indicated below. Any: Searches for items that include the specified string. Initial: Searches for items that start with the specified string. Final: Searches for items that end with the specified string. Equal: Searches for items that exactly match the specified string. Not used.: The string entered in the entry box is ignored.	<u>Not used</u>
Default Server Setting	Select this to set the server as the default server to use for LDAP searches.	—

Attribute Setting

These settings are displayed when you click [+].

Setting	Description	Settings
Name 1	Enter the filter for the name.	49 characters: <u>cn</u>
Name 2	Enter the filter for the name.	49 characters: <u>commonname</u>
E-mail Address 1	Enter the filter for the e-mail address.	49 characters: <u>mail</u>
E-mail Address 2	Enter the filter for the e-mail address.	49 characters
Fax Number 1	Enter the filter for the fax number.	49 characters: <u>facsimileTelephone</u> <u>Number</u>
Fax Number 2	Enter the filter for the fax number.	49 characters
Tel Number 1	Enter the filter for the telephone number.	49 characters: <u>telephoneNumber</u>
Tel Number 2	Enter the filter for the telephone number.	49 characters
Company Name 1	Enter the filter for the company name.	49 characters: <u>company</u>
Company Name 2	Enter the filter for the company name.	49 characters: <u>o</u>

Underlined values are the default settings specified at the time of shipment.

5 Click [Save].

Click [Back] not to save the setting and return to the “LDAP Server Settings” list screen.

Changing LDAP server search settings

You can change LDAP server search settings that have been registered.

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
- 2** Click [Machine Settings], and then [LDAP Server Settings].
- 3** Click the name of the settings to change.
- 4** Change the detailed LDAP settings.
- 5** Click [Save].
Click [Back] not to save the setting and return to the “LDAP Server Settings” list screen.

Deleting LDAP server search settings

You can delete unnecessary LDAP server search settings from the list screen.

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
- 2** Click [Machine Settings], and then [LDAP Server Settings].
- 3** Select the checkbox of the LDAP server search settings you want to delete.
 - To select all the displayed LDAP server search settings, select the item name field checkbox.
 - Click the same checkbox to deselect the items.
- 4** Click [Delete].

A message confirming that you want to delete the LDAP server search settings is displayed.
- 5** Click [OK] to delete the settings.

The selected LDAP server search settings are deleted.

SNMP settings

You can set the SNMP manager environment for monitoring via the network the status of devices connected to the network.

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).

This function may also be available on Guest and User login screen, depending on user policy settings.

- 2 Click [Machine Settings], and then [SNMP Settings].

- 3 Set the detailed information.

Setting	Description	Settings
SNMP Service	Select the service type. When "OFF" is selected, this service is disabled.	<u>SNMPv1</u> SNMPv3 SNMPv3+v1 OFF

When "SNMPv1" is selected for "SNMP Service"

Setting	Description	Settings
Writable Community Name ^{*1}	Enter a community name that the dedicated read/write SNMP server will accept. This item is required. Set "ON" to enable the setting, or "OFF" to disable it.	ON <u>OFF</u> 20 characters: <u>private</u>
Readable Community Name	Enter a community name that the dedicated read SNMP server will accept. This item is required.	20 characters: <u>public</u>

- ^{*1} The community name is not displayed on the screen. To change the community name, check "Change Name" and enter the new community name.

When “SNMPv3” is selected for “SNMP Service”

Setting	Description	Settings
Context Name	Enter the context name.	64 characters
Write User Name	Enter the write user name. NOTE The write user name should be different from “Read User Name.”	32 characters
Authentication Password ^{*1}	Enter the authentication password.	From 8 to 32 characters
Privacy Password ^{*1}	Enter the privacy password.	From 8 to 32 characters
Read User Name	Enter the read user name. NOTE The read user name should be different from “Write User Name.”	32 characters
Authentication Password ^{*1}	Enter the authentication password.	From 8 to 32 characters
Privacy Password ^{*1}	Enter the privacy password.	From 8 to 32 characters
Authentication Algorithm	Select the authentication algorithm.	MD5 <u>SHA1</u>
Privacy Algorithm	Select the privacy algorithm.	DES <u>AES</u>

*1 The password is not displayed on the screen. To change the password, check “Change Password” and enter the new password.

When “SNMPv3+v1” is selected for “SNMP Service”

Setting	Description	Settings
Readable Community Name	Enter a community name that the dedicated read SNMP server will accept. This item is required.	20 characters: <u>public</u>
Context Name	Enter the context name.	64 characters
Write User Name	Enter the write user name. NOTE The write user name should be different from “Read User Name.”	32 characters
Authentication Password ^{*1}	Enter the authentication password.	From 8 to 32 characters
Privacy Password ^{*1}	Enter the privacy password.	From 8 to 32 characters
Read User Name	Enter the read user name. NOTE The read user name should be different from “Write User Name.”	32 characters
Authentication Password ^{*1}	Enter the authentication password.	From 8 to 32 characters

Setting	Description	Settings
Privacy Password ^{*1}	Enter the privacy password.	From 8 to 32 characters
Authentication Algorithm	Select the authentication algorithm.	MD5 <u>SHA1</u>
Privacy Algorithm	Select the privacy algorithm.	DES <u>AES</u>

- *1 The password is not displayed on the screen. To change the password, check “Change Password” and enter the new password.

4 Click [Save].

Click [Initialize] to restore the default settings.

NOTE

- Underlined values are the default settings specified at the time of shipment.
- Some settings are not available depending on the SNMP service type:

SNMP Service	SNMPv1	SNMPv3	SNMPv3+v1	OFF
Writable Community Name	✓			
Readable Community Name	✓		✓	
Context Name		✓	✓	
Write User Name		✓	✓	
Authentication Password		✓	✓	
Privacy Password		✓	✓	
Read User Name		✓	✓	
Authentication Password		✓	✓	
Privacy Password		✓	✓	
Authentication Algorithm		✓	✓	
Privacy Algorithm		✓	✓	

✓: Available Blank: Not available

Setting an internet time

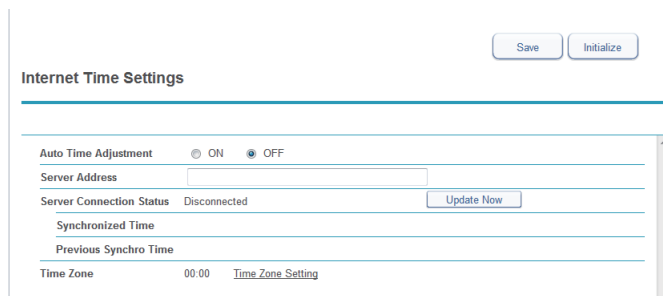
You can automatically synchronize the system clock with an internet time server.

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).

This function may also be available on Guest and User login screen, depending on user policy settings.

- 2 Click [Machine Settings], and then [Internet Time Settings].

- 3 Set the detailed information.



Setting	Description	Settings
Auto Time Adjustment	Set whether to enable or disable the internet time setting. Set “ON” to enable the setting, or “OFF” to disable it.	ON <u>OFF</u>
Server Address	Enter the server name or server address of the time server.	For a server name, 50 characters. Use the XXX.XXX.XXX. XXX format for a server address. (Where XXX is a number between 0 and 255.)
Server Connection Status	Displays the current connection status of the internet time server (“Connecting”, “Disconnected”, “Processing”, or an error). Click [Update Now] to synchronize with the time server.	–
Synchronized Time	Displays the time when the synchronization was performed.	–
Previous Synchro Time	Displays the time when the synchronization was performed last time.	–
Time Zone	Displays the time zone set in the machine. Click “Time Zone Setting” to display the setting screen.	–

- 4 Click [Save].

Click [Initialize] to restore the default settings.



Underlined values are the default settings specified at the time of shipment.

Specifying device settings

You can set settings required for using the machine, such as the network connection setting from OfficeBridge.

Specifying other network settings

You can set e-mail gateway settings and other settings.

NOTE

The e-mail gateway function enables you to send a fax to a fax server so that the server sends the data through public line to the destination. Consult the instruction manual of your fax server how to use the function.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [Machine Setup].
- 3 Click “Other Network Settings”.
- 4 Set the detailed information.

Setting	Description	Settings
E-mail Gateway ^{*1}	Specify the settings for the e-mail gateway function.	—
Setting	Set whether to enable or disable the e-mail gateway function. Set “ON” to enable the function, or “OFF” to disable it.	<u>OFF</u> ON
Prefix	Enter the prefix for the local part of the e-mail address.	32 characters
Suffix	Enter the suffix for the local part of the e-mail address.	48 characters
File Format	Select the file format.	<u>TIFF</u> PDF

Setting	Description	Settings
Image Encoding Method	Specify the image encoding method.	MH MR <u>MMR</u> JBIG
Network Connection Setting	Switches the communication speed and communication method. Change this setting when errors occur during network communication.	<u>Auto</u> 100Mbps - Full Duplex 100Mbps - Half Duplex 10Mbps - Full Duplex 10Mbps - Half Duplex

*1 Make sure that the total number of characters of prefix and fax number or suffix and fax number are within 50 characters..

5 Click [Save].

Click [Back] not to save the setting and return to the “Machine Setup” list screen.



Underlined values are the default settings specified at the time of shipment.

Registering the user install

You can specify the settings required for using the machine.

1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).

This function may also be available on Guest and User login screen, depending on user policy settings.

2 Click [Machine Settings], and then [Machine Setup].

3 Click “User Install”.

4 Set the detailed information.

For details, see chapter 7, “Initial setup (User Install)” in the Scanner and Fax Guide.

5 Click [Save].

Click [Back] not to save the setting and return to the “Machine Setup” list screen.

Specifying default machine settings

You can set the default settings for the copy, scanner, e-mail, fax, and printer functions. Changing the default values of often-used functions can shorten the time required to adjust settings.

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2** Click [Machine Settings], and then [Machine Default Settings].
- 3** Click the function you want to specify the default settings for.
- 4** Specify the default settings.
- 5** Click [Save].
Click [Back] not to save the setting and return to the “Machine Default Settings” list screen.

NOTE

Refer to the other manuals for details of default settings for each function.

- | | |
|-------------------|---|
| Copy settings: | Chapter 3, “Specifying default settings” in the Copier Guide |
| Scanner settings: | Chapter 7, “Specifying default settings” in the Scanner and Fax Guide |
| E-mail settings: | Chapter 7, “Specifying default settings” in the Scanner and Fax Guide |
| Fax settings: | Chapter 7, “Specifying default settings” in the Scanner and Fax Guide |
| Printer settings: | Chapter 4, “Setting the print controller” and “Setting the auto deletion time” in the Printer Guide |

Chapter 4

Machine management settings

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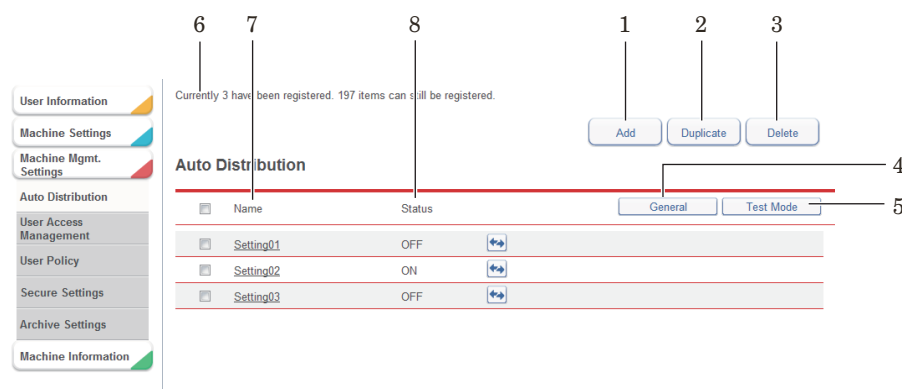
Distributing received documents

In OfficeBridge, you can specify conditions for automatically distributing received fax to specified locations. This function enables you to read the received fax without printing them out.

NOTE

Set both general setting and individual setting “ON” to enable this function.

“Auto Distribution” screen



Buttons

Setting		Description
1	Add	Registers new auto distribution settings (Individual) (page 4-4).
2	Duplicate	Copies the auto distribution settings (page 4-6).
3	Delete	Deletes the auto distribution settings selected from the list (page 4-10).
4	General	Enables and disables auto distribution (page 4-3).
5	Test Mode	Specify an fax number to display a list of the corresponding auto distribution settings. This enables you to check if the auto distribution is set correctly (page 4-9).

List items

Item		Description
6	Message area	Displays message.
7	Name	Displays the registered auto distribution settings name. Click this to display the “Auto Distribution Settings” screen, and edit the registered auto distribution settings.
8	Status	Displays whether the auto distribution settings are enabled or disabled. If the auto distribution settings are enabled, “ON” is displayed; if they are disabled, “OFF” is displayed. Click  to enable or disable a setting.

Setting auto distribution (general settings)

Specify the general settings for auto distribution.

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [Auto Distribution].
- 3 Click [General].
- 4 Click [ON] to enable auto distribution setting.
- 5 Click [Save].
 - Click [Back] not to save the setting and return to the “Auto Distribution” screen.
 - Click [Initialize] to restore the default settings.

NOTE

The ON/OFF status of the distribution setting is linked to the “auto distribution settings switch” in the footer area.



Setting auto distribution (individual settings)

You can specify the individual settings for automatic distribution.

NOTE

Up to 200 auto distribution settings can be registered.

■ Setting auto distribution (individual settings)

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [Auto Distribution].
- 3 Click [Add].
- 4 Set the distribution information.

Auto Distribution > Setting

Name

Conditions

All incoming fax documents

Destination

User

Select

Destinations

Delete

Auto Print

☐ ON

☒ OFF

Advanced Setting

Priority

☐ Low

☒ Middle

☐ High

Setting

☒ ON

☐ OFF

Distribution Schedule

☒ Always

☐ Year/Month/Date

Start Date: 2012 Year 1 Month 1 Date

End Date: 2012 Year 1 Month 1 Date

☐ Specify the forwarding day and time

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun

Start Time: 0 hr 0 min

End Time: 23 hr 59 min

Setting	Description	Settings
Name	Enter a name for the auto distribution settings. This item is required.	30 characters

Setting	Description	Settings
Conditions	Condition Settings Select the condition to use for distribution from the pull-down menu. You can select the following conditions. All incoming fax documents: Targets all incoming fax documents. Fax Number: Targets documents received from the specified fax number. Unknown Sender / Junk fax: *¹ Targets documents received from fax machines whose fax numbers are not registered on their machines. Fax No. matches in Adr book: *¹ Targets documents received from the fax numbers registered in the address book.	24 digits (0~9, +)
	Search Parameter Select the search parameter from the pull-down menu. These parameters are available when you have selected "Fax Number" for "Conditions". The search parameters you can select are indicated below. Equal: Searches for items that exactly match the specified string. Initial: Searches for items that start with the specified string. Final: Searches for items that end with the specified string. Any: Searches for items that include the specified string.	—
Destination ^{*2}	Destination Select where to distribute the fax. Select "User", "Address Book", or "Folder" from the pull-down menu, and click [Select]. When you are using MFX-3510, simply click [Select]. Displays a list of the destinations set in "Destinations" (page 4-7).  NOTE • To delete a destination from the destination list, select the checkbox for the destination, and click [Delete]. • To select all the destinations displayed in the destination list, select the top checkbox.	—
	Auto Print Prints the received fax from the machine. Select [ON] to print the document, or [OFF] to not print it.	ON <u>OFF</u>

*1 This feature is not available on MFX-3510.

*2 One destination must be set.

Advanced Settings

These settings are displayed when you click [+].

Setting	Description	Settings
Priority ^{*1}	Select "Low", "Middle", or "High" for the priority of the distribution settings.	Low <u>Middle</u> High

Setting	Description	Settings
Setting	Set whether to enable or disable the individual auto distribution setting. Set “ON” to enable the setting, or “OFF” to disable it.	ON OFF
Distribution Schedule	Set the distribution schedule.	<u>Always</u> Year/Month/ Date Specify the forwarding day and time
Always	Always performs distribution.	—
Year/Month/Date ^{*2}	Specify a date to start forwarding and a date to end forwarding to only execute auto distribution during that period.	Year: 1992 - 2036 Month: 1 - 12 Date: 1 - 31
Specify the forwarding day and time	Executes auto distribution on the specified day of the week during the start time and end time. (You can specify multiple days of the week.) You can set to execute auto distribution for a single week or every week.	Day of week: Mon to Sun hr: 0 - 23 min: 0 - 59

- *1 The distribution conditions with the highest priority are applied first. If the distribution conditions of the distribution settings match, distribution is not executed for the following distribution conditions. For example, if a distribution condition with “High” priority matches, distribution will not be performed for distribution conditions with “Middle” or “Low” priority.
- *2 This feature is not available on MFX-3510.

5 Click [Save].

Click [Back] not to save the setting and return to the “Auto Distribution” screen.



Underlined values are the default settings specified at the time of shipment.

■ Copying auto distribution settings

You can copy auto distribution settings that are already registered to register new auto distribution settings.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [Auto Distribution].
- 3 Select the checkbox of the auto distribution settings you want to copy.
You cannot copy multiple settings at the same time.
- 4 Click [Duplicate].
The “Auto Distribution” settings screen is displayed.
- 5 Change the settings to those for the new distribution settings to register.
- 6 Click [Save].
Click [Back] not to save the settings and return to the “Auto Distribution” screen.

Specifying distribution destinations

■ Specifying “User” destination

NOTE

This feature is not available on MFX-3510.

- 1 Open the “Setting” screen.
See “[Setting auto distribution \(individual settings\)](#)” (page 4-4) steps 1 to 4.
- 2 Select “User” from the pull-down menu and click [Select].
- 3 Select the checkbox of the users you want to distribute to.
 - To select all the displayed destinations, select the top checkbox.
 - Click the same checkbox to deselect the item.
- 4 Click a transmission destination registration button.
 - The selected users are added to the destination list on the right.
 - The types and functions of the buttons are indicated below.

To: Registers the destination as an e-mail destination.

Cc: Registers the destination as a Cc e-mail destination. The original destination (To) is also notified of the Cc destinations.

Bcc: Registers the destination as a Bcc e-mail destination. The original destinations (To/Cc) are not notified of the Bcc destinations.
 - To delete a destination from the destination list, select the destination to delete, and click [Delete].
- 5 Click [Save].
 - The destinations are set, and the display returns to the “Auto Distribution” settings screen.
 - Click [Back] to cancel setting the destinations.
- 6 Click [Save].
The display returns to the “Auto Distribution” settings list screen.

■ Specifying “Address Book” destination

NOTE

If you are using MFX-3510, you can select only e-mail address as destination.

- 1 Open the “Setting” screen.
See “[Setting auto distribution \(individual settings\)](#)” (page 4-4) steps 1 to 4.
- 2 Select “Address Book” from the pull-down menu and click [Select].
If you are using MFX-3510, simply press [Select], and proceed to step 4.
- 3 Select the destination category (letter or group).
- 4 Select the checkbox of the destination you want to transmit to.
 - You can also search using a string. Enter the string to search for in the entry box, and click .
 - To select all the displayed destinations, select the top checkbox.
 - Click the same checkbox to deselect the item.

5 Click a transmission destination registration button.

- The selected destinations are displayed in the destination list on the right.
- The types and functions of the buttons are indicated below.

Fax: Registers the destination as a fax destination.

To: Registers the destination as an e-mail destination.

Cc: Registers the destination as a Cc e-mail destination. The original destination (To) is also notified of the Cc destinations.

Bcc: Registers the destination as a Bcc e-mail destination. The original destinations (To/Cc) are not notified of the Bcc destinations.

- To delete a destination from the destination list, select the destination to delete, and click [Delete].

6 Click [Save].

7 Click [Save].

Click [Back] not to save the settings and return to the “Auto Distribution” screen.

■ Specifying folder destination

NOTE

This feature is not available on MFX-3510.

1 Open the “Setting” screen.

See “[Setting auto distribution \(individual settings\)](#)” (page 4-4) steps 1 to 4.

2 Select “Folder” from the pull-down menu and click [Select].

3 Select the checkbox of the shortcut you want to transmit to.

- To select all the displayed shortcuts, select the top checkbox.
- Click the same checkbox to deselect the item.

4 Click [Add].

- The selected shortcuts are added to the destination list on the right.
- To delete a shortcut from the destination list, select the shortcut to delete, and click [Delete].
- To select all the shortcuts displayed in the destination list, select the top checkbox.

5 Click [Save].

- The destinations are set, and the display returns to the “Auto Distribution” settings screen.
- Click [Back] to cancel setting the destinations.

6 Click [Save].

The display returns to the “Auto Distribution” settings list screen.

Testing auto distribution

You can check the distribution settings that match the distribution conditions in the auto distribution settings, and display them in a list.
Specify a fax number to use as the distribution condition.

- 4
- Machine management settings
- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).
This function may also be available on Guest and User login screen, depending on user policy settings.
 - 2 Click [Machine Mgmt. Settings], and then [Auto Distribution].
 - 3 Click [Test Mode].
 - 4 Set the test items.

ExecuteBack

Auto Distribution > Test Mode

Test Data

Fax Number

Setting	Description	Settings
Test Data	Enter the test data. The setting to specify depends on the selected test item.	—

- 5 Click [Execute].
When the test is complete, the “test result” screen is displayed.
The number of items that matched and the test data items are displayed in the message area.

3 items match. Fax Number 000-111-2222 .

AddDeleteBack

Auto Distribution > Test Mode > Result

☐	Setting Name	Status	Priority	GeneralTest Mode
☐	Setting01	OFF	↕	Middle
☐	Setting02	ON	↕	Middle
☐	Setting03	OFF	↕	Middle

Changing individual auto distribution settings

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2** Click [Machine Mgmt. Settings], and then [Auto Distribution].
- 3** Click the setting name you want to change.
- 4** Change the setting.
- 5** Click [Save].
The display returns to the “Auto Distribution” settings list screen.

Deleting individual auto distribution settings

You can delete unnecessary auto distribution settings from the “Auto Distribution” settings list.

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2** Click [Machine Mgmt. Settings], and then [Auto Distribution].
- 3** Select the checkbox of the auto distribution settings you want to delete.
 - To select all the displayed auto distribution settings, select the top checkbox.
 - Click the same checkbox to deselect the item.
- 4** Click [Delete].
- 5** Click [OK].
The selected auto distribution settings are deleted.

User access management

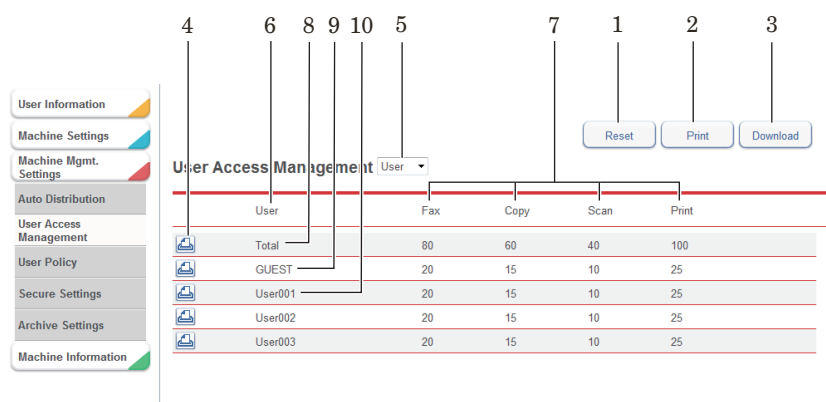
In OfficeBridge, you can record the number of pages used for copy, fax, scan, and print functions per user or group.

NOTE

To manage the usage per user or user group, register the users and user groups in advance. For details, see [“Registering users”](#) (page 2-2). To manage print function usage, register the user at “User Authentication” on the printer driver in advance. For details on the printer driver settings, see chapter 1, “Installing to Windows” in the Printer Guide.

4

“User Access Management” screen



Machine management settings

Buttons

Setting		Description
1	Reset	Reset the counters of the machine.
2	Print	Prints the usage of the machine.
3	Download	Downloads the list in the CSV format.
4	 (Printer Icon)	Prints the usage of the user displayed on the right.

List items

Item		Description
5	User / Group Switch	Sorts the displayed list users and user groups.
6	User / Group	Displays the name of the users or groups.
7	Fax / Copy / Scan / Print	The function names for the detail of usage.
8	Total	Displays the total usage of the machine.
9	GUEST	Displays the total usage of the guest users.
10	Users	Displays the total usage of each users.

Checking the usage status

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [User Access Management].
- 3 Select whether to display the usage sorted by users or by groups.
- 4 Check the usage of the machine.
When the list is sorted by groups, click [+] next to the group names to display the usage per user.

Printing the usage status

■ Printing the entire usage status

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [User Access Management].
- 3 Click [Print].

■ Printing the usage status for a user

You can print the usage for the selected user.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [User Access Management].
- 3 Click  for the user to print the usage.
- 4 Click [OK].

Downloading the usage status

You can download the list in CSV format.

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2** Click [Machine Mgmt. Settings], and then [User Access Management].
- 3** Click [Download].
- 4** Click [Save].

Resetting the counters

You can reset the counters of the machine.

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2** Click [Machine Mgmt. Settings], and then [User Access Management].
- 3** Click [Reset].
- 4** Click [OK].

Setting user policies

User policies define authority levels by restricting the functions and settings that users can use. Users must have a user policy.

There are two user policies prepared at the time of shipment.

- Guest policy
- Initial Policy

Registering new user policies

■ Registering new user policies

You can register new user policies.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).

This function may also be available on Guest and User login screen, depending on user policy settings.

- 2 Click [Machine Mgmt. Settings], and then [User Policy].

- 3 Click [Add].

- 4 Set the detailed information.

Setting	Description	Settings
Policy name	Enter a name for the user policy to set. This item is required.	30 characters
Select an adaptive user (s)	Select users to whom to adopt the current user policy. (1) Click [Select User]. (2) Select the users to apply the current user policy, and click [Add]. (3) Click [Save]. For details, see “Selecting users” (page 4-17). NOTE You cannot deselect users. To adopt a different user policy to users, either change that on user registration screen (page 2-2) or display the new user policy and select the users.	–
Authority Level for Setting	Select the authority level for the users.	<u>High</u> Middle Low Custom
Advanced	This setting is displayed when you click [+]. Enables/disables the security setting. Set “ON” to enable the settings, or “OFF” to disable it.	

5 Click [Save].

Click [Back] not to save the settings and return to the “User Policy” screen.

NOTE

The details on the authority levels and default of guest policy are indicated below.

Security Setting		Authority Level		
		High	Middle	Low
Fax		ON	ON	ON
Print		ON	ON	ON
Panel	Copy	ON	ON	ON
	Scan	ON	ON	ON
	Scan to USB	ON	ON	ON
	Address Book Entry / Group	ON	ON	OFF
	Folder shortcut / FTP short cut ^{*1}	ON	ON	OFF
	File Name / Template ^{*1}	ON	ON	OFF
	Auto Distribute	ON	ON	OFF
	Default Settings	ON	ON	OFF
	Management	ON	ON	OFF
	List	ON	ON	OFF

Security Setting		Authority Level		
		High	Middle	Low
Web	User Information	User Registration ^{*2}	ON	OFF
		Address Book	ON	OFF
		Shortcut	ON	OFF
		Templates	ON	OFF
	Machine Settings	TCP/IP Settings	OFF	OFF
		E-mail Settings	OFF	OFF
		LDAP Server Settings ^{*1}	OFF	OFF
		SNMP Settings	OFF	OFF
		Internet Time Settings	OFF	OFF
		Machine Setup	OFF	OFF
		Machine Default Settings	OFF	OFF
	Machine Management Settings	Auto Distribution	OFF	OFF
		User Access Management	OFF	OFF
		User Policy	OFF	OFF
		Secure Settings ^{*1} / Machine Policy Settings (MFX-3510)	OFF	OFF
		Archive Settings ^{*1}	OFF	OFF
	Machine Information	Communication Job	ON	ON
		Print Job	ON	ON
		Machine Status	ON	ON
		Communication History	ON	OFF
		Print Job History	ON	OFF

^{*1} This feature is not available on MFX-3510.

^{*2} When you enable “User Registration” for guest policy, a link “If you do not have a User ID, click here.” will be displayed on user login screen. This enables guests to register themselves as users.

■ Copying user policies

You can copy a user policy that is already registered to register a new user policy.

1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).

This function may also be available on Guest and User login screen, depending on user policy settings.

2 Click [Machine Mgmt. Settings], and then [User Policy].

3 Select the checkbox of the user policy you want to copy.

You cannot copy multiple users at the same time.

4 Click [Duplicate].

The “Setting” screen is displayed.

5 Change the settings to those for the new user policy to register.

6 Click [Save].

Click [Back] not to save the settings and return to the “User Policy” screen.

Selecting users

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [User Policy].
- 3 Display the User Policy setting screen.
See “[Registering new user policies](#)” ([page 4-14](#)) step 1 to 4.
- 4 Click [Select User] in “Select an adaptive user(s)”.
- 5 Select the users to add from the user list, and click [Add].

User Policy > Setting > Select User

Save Back

User				User
	Number	Name	Group	
☐	001	User001		[Mail] Add
☐	002	User002		[Mail]
☐	003	User003		[Mail]
☐	004	User004		[Mail]
☐	005	User005		[Mail]
☐	006	User006		[Mail]
☐	007	User007		[Mail]
☐	008	User008		[Mail]
☐	009	User009		[Mail]
☐	010	User010		[Mail]

If groups are registered, you can filter the displayed users by group using the [Group] pull-down menu.

- 6 Click [Save].
- 7 Click [Save].
Click [Back] not to save the settings and return to the “User Policy” screen.

NOTE

You cannot deselect users. To adopt a different user policy to users, either change that on User Registration screen ([page 2-2](#)) or display the new user policy and select the users.

Changing a user policy

You can change a user policy that has been registered.

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2** Click [Machine Mgmt. Settings], and then [User Policy].
- 3** Click the name of the policy to change.
- 4** Change the detailed information.
- 5** Click [Save].
Click [Back] not to save the settings and return to the “User Policy” screen.

Deleting a user policy

You can delete unnecessary user policies from the “User Policy” list screen.

NOTE

- You can delete multiple user policies at the same time.
- You cannot delete a user policy that is assigned to users.
- You cannot delete the “initial policy” or “guest policy”.

- 1** Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2** Click [Machine Mgmt. Settings], and then [User Policy].
- 3** Select the checkbox of the user policy you want to delete.
 - To select all the displayed policies, select the top checkbox.
 - Click the same checkbox to deselect the item.
- 4** Click [Delete].
A message confirming that you want to delete the user policies is displayed.
- 5** Click [OK].
The selected user policies are deleted.

Setting security

OfficeBridge enables you setting restrictions on the machine.

Setting the machine policy

The machine policy restricts the machine itself. You can only set one machine policy.

■ Authentication methods

There are two login machine policies provided in OfficeBridge, which depend on the login authentication method.

Authentication Method	Description
Stand-Alone	Performs user authentication using the user information in the machine. User information must be registered in OfficeBridge in advance.
Single Sign On	Performs user authentication using the user information in the machine after performing Active Directory authentication. If the corresponding user information is not registered in OfficeBridge, it will automatically be newly registered. If the corresponding user information is already registered, it will be overwritten with the information registered in Active Directory.

You can also set the login status of the control panel when the machine is started.

Panel Login Mode Name	Description
Guest Login Mode	The machine starts in the guest login mode. The ready screen is displayed when the machine is started. To perform a user login, click [Login] to display the login screen.
Logout Mode	The machine starts with the user logged out. The login screen is displayed when the machine is started. Guest can move to other screens without logging in.

NOTE

If you disable the guest account settings, the machine will always be in the “Logout Mode”. A user login must be performed to move to other screens.

■ Setting the machine policy

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).

This function may also be available on Guest and User login screen, depending on user policy settings.

- 2 Click [Machine Mgmt. Settings], and then [Secure Settings].

If you are using MFX-3510, click [Machine Mgmt. Settings] and proceed to step 3.

- 3 Click “Machine Policy Settings”.

- 4 Set the detailed information.

Secure Settings > Machine Policy Settings

Single Sign On

Account Setting

Administrator Password

Confirm the Password

Guest Account Setting ☒ ON ☐ OFF

Login Screen Setting ☒ User ID Selection
☐ User ID Input

Panel Login Mode ☒ Guest Login Mode
☐ Logout Mode

Access using a computer from a different network ☐ Reject all
☐ Accept all

segment ☒ Accept after user login

Default User Policy

Service Setting

PC Print

IPP ☐ ON ☒ OFF

LPD ☒ ON ☐ OFF

RAW port (Port 9100) ☒ ON ☐ OFF

Web Service

HTTP ☒ ON ☐ OFF

HTTPS ☐ ON ☒ OFF

Connection Settings

LAN (wired) ☒ ON ☐ OFF

USB ☒ ON ☐ OFF

Setting	Description	Settings
Authentication Method	Select the authentication method.	<u>Stand-Alone</u> Single Sign On
Domain Name	Enter the domain name of the Active Directory server. If the authentication method is set to “Single Sign On”, this item is required. If you select “Stand-Alone”, this item is not displayed.	64 characters (0-9, a-z, A-Z, -, , .)
Account Setting	Specify the account settings for the login user.	–
Administrator Password*1	Enter the “Administrator Password”.	28 characters
Confirm the Password	Enter the “Administrator Password” again.	28 characters
Guest Account Setting	Set whether to enable or disable the guest account. When this item is set to “OFF”, only authenticated users can use the machine and OfficeBridge.	<u>ON</u> OFF

Setting	Description	Settings
Login Screen Setting	Select the screen displayed when a user logs in. User ID Selection: This screen is comprised of the user ID and password entry, and a list of user information. The account ID can be automatically entered by selecting it from the list. User ID Input: This screen is comprised of the user ID and password entry.	User ID Selection User ID Input
Panel Login Mode	Select the panel login mode. Guest Login Mode: The ready screen is displayed when the machine is started. To perform a user login, click [Login] to display the login screen. Logout Mode: The login screen is displayed when the machine is started. Guest can move to other screens without logging in. This item is not displayed, when you set "Guest Account Setting" to "OFF".	Guest Login Mode Logout Mode
Access using a computer from a different network segment	Select the operation to be performed when an access request from a computer in a different network segment is received. When you select "Accept after user login", guests cannot log in from other network segments. Users who have registered no password cannot log in from computers on other network segments.	Reject all Accept all Accept after user login
Default User Policy	Select a user policy registered in the user policy settings to use as the default policy.	–

- *1 The password is not displayed on the screen. To change the password, check "Change Password" and enter the new password.

Service Settings

These settings are displayed when you click [+].

Setting	Description	Settings
PC Print	Set to allow or prohibit the various PC printing services.	–
IPP ^{*1}	Set to allow or prohibit the IPP port. Select [ON] to allow the service, or [OFF] to prohibit it.	<u>ON</u> <u>OFF</u>
LPD	Set to allow or prohibit the LPD port. Select [ON] to allow the service, or [OFF] to prohibit it.	<u>ON</u> <u>OFF</u>
RAW port (Port 9100)	Set to allow or prohibit the 9100 port. Select [ON] to allow the service, or [OFF] to prohibit it.	<u>ON</u> <u>OFF</u>
Web Service	Set to allow or prohibit the various web services.	–
HTTP ^{*2}	Set to allow or prohibit the HTTP port. Select [ON] to allow the service, or [OFF] to prohibit it.	<u>ON</u> <u>OFF</u>
HTTPS ^{*1}	Set to allow or prohibit the HTTPS port. Select [ON] to allow the service, or [OFF] to prohibit it.	<u>ON</u> <u>OFF</u>
Connection Settings	Set to allow or prohibit the various device settings.	–
LAN (wired)	Set to allow or prohibit LAN connections.	<u>ON</u> <u>OFF</u>
USB	Set to allow or prohibit USB connections.	<u>ON</u> <u>OFF</u>

*1 This feature is not available on MFX-3510.

*2 If you set HTTP to “OFF”, IPP are also automatically set to “OFF”. If you set IPP to “ON”, HTTP is also automatically set to “ON”.

5 Click [Save].

- Click [Back] not to save settings and return to the “Machine Policy” list screen.
- Click [Initialize] to restore the default settings

6 Click [OK].

NOTE

- Underlined values are the default settings specified at the time of shipment.
- If you become unable to access OfficeBridge after setting access restrictions, perform “Delete Restriction Settings” from the control panel of the machine. From the My MFP screen, press [Setting] → [Management] → [Network Settings] → [Delete Restriction Settings] → [Yes].

Machine management settings

NOTE

- This feature is not available on MFX-3510.
- You can restrict 50 MAC addresses and 50 IP addresses.
- Access cannot be restricted for requests from a network in another segment because MAC addresses are not retained.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [Secure Settings].
- 3 Click “Network Filtering”.
- 4 Set the detailed information.

Save Initialize Back

Secure Settings > Network Filtering

MAC Address Filtering

Setting

☐ Available setting
☐ Reject all address(es) except for those listed below
☒ Authorize all address(es) except for those listed below

MAC Address List

Rejected MAC Address	Rejected Address
: : : : Add	Delete

IP Address Filtering

Setting

☐ Available setting
☐ Reject all address(es) except for those listed below
☒ Authorize all address(es) except for those listed below

IP Address List (IPv4)

Rejected Address	Rejected Address
. . . Add	Rejected Address Delete
. . . / Add	
. . . (MASK) . . . (Range Specification) Add	

IP Address List (IPv6)

Rejected Address
Add

Setting	Description	Settings
MAC Address Filtering		
Setting ^{*1}	Check “Available setting” to enable this setting, and select the basic policy for the access restrictions.	<u>Reject all specified address(es) except for those listed below</u> Authorize all address(es) except for those listed below

Setting	Description	Settings
MAC Address List ^{*2}	Enter the addresses to set as exceptions to the basic policy selected in the settings. • If you selected “Reject all specified address(es) except for those listed below”, enter the MAC addresses to allow. • If you selected “Authorize all address(es) except for those listed below”, enter the MAC addresses to reject. Up to 50 address can be registered. Enter an address and click [Add] to add it to the list. • To delete an address entered in the list, select its checkbox, and click [Delete]. • Click the same checkbox to deselect the item.	XX:XX:XX:XX:XX:XX format (where XX is 0 to 9, A to F)
IP Address Filtering		
Setting ^{*1}	Check “Available setting” to enable this setting, and select the basic policy for the access restrictions.	<u>Reject all specified address(es) except for those listed below</u> Authorize all address(es) except for those listed below
IP Address List (IPv4) ^{*2}	Enter the IPv4 addresses (specified individually, with a mask, or with a range) to set as exceptions to the basic policy selected in the settings. • If you selected “Reject all specified address(es) except for those listed below”, enter the IPv4 addresses to allow. • If you selected “Authorize all address(es) except for those listed below”, enter the IPv4 addresses to reject. Enter an address and click [Add] to add it to the list. • To delete an address entered in the list, select its checkbox, and click [Delete]. • Click the same checkbox to deselect the items.	XXX.XXX.XXX.XXX format (Where XXX is a number between 0 and 255.)
IP Address List (IPv6) ^{*2}	Enter the IPv6 addresses to set as exceptions to the basic policy. • If you selected “Reject all specified address(es) except for those listed below”, enter the IPv6 addresses to allow. • If you selected “Authorize all address(es) except for those listed below”, enter the IPv6 addresses to reject. Enter an address and click [Add] to add it to the list. • To delete an address entered in the list, select its checkbox, and click [Delete]. • Click the same checkbox to deselect the item.	XXXX:XXXX:XXXX:XXXX:XXXX:XXXX X:XXXX:XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX:XXXX:XXXX format (Where XXXX is a hexadecimal number.)

^{*1} If at least one item is registered in the list, you cannot change the basic policy settings.

^{*2} Depending on the basic policy settings, the address entry item name and list title change. (For example, if you selected “Allow all specified address(es)”, the address entry item changes to “Rejected Address” and the list title changes to “Rejected Address list”).

5 Click [Save].

- Click [Back] not to save the setting and return to the “Secure Settings” screen.
- Click [Initialize] to restore the default settings.

NOTE

- Underlined values are the default settings specified at the time of shipment.
- If you become unable to access OfficeBridge after setting access restrictions, perform “Delete Restriction Settings” from the control panel of the machine. From the My MFP screen, press [Setting] → [Management] → [Network Settings] → [Delete Restriction Settings] → [Yes].

Specifying SSL certificate settings

OfficeBridge supports the setting of the private certificate authority and server certificate required to perform SSL (Secure Socket Layer) communication.

NOTE

This feature is not available on MFX-3510.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [Secure Settings].
- 3 Click “SSL Certificate Settings”.
- 4 Set the detailed information.

Secure Settings > SSL Certificate Settings

Root Certificate

Download

Fingerprint

Root Certificate Setting

Setting

Common Name

Country

Issue Date

20120101

Expiration Date

20320101

Serial Number

Import

File Name

Browse...

Password

Import

Export

Password

Import

Export

Password

Export

Server Certificate Setting

Setting

Common Name

Organization

O

Organizational Unit

Location

State

Country

Issue Date

20120101

Expiration Date

20320101

Serial Number

Import

File Name

Browse...

Password

Import

Export

Password

Export

Root Certificate

Setting	Description
Download	When using a private certificate authority, this exports the root certificate. • The root certificate is downloaded in the “cer” format. • If you are not using SSL communication, you cannot export the certificate.
Fingerprint	Prints the fingerprint of the root certificate for the private certificate authority.

Root Certificate Setting

These settings are displayed when you click [+].

Setting	Description	Settings
Setting		
Common Name	Enter the name of the certificate authority. The MAC address is used when the name is automatically generated.	64 characters
Country	Enter the country code of the certificate authority.	2 digits
Issue Date	Displays the date that the certificate was issued.	–
Expiration Date	Enter the date that the root certificate expires. The generated date + 20 years is used when automatically generated.	YYYYMMDD (Where YYYY is a four digit year, MM is a two digit month, and DD is a two digit day)
Serial Number	Displays the serial number of the certificate.	–
Import		
[Import]	Imports the root certificate.	–
File Name	Click [Browse] to set the path of the file name to the root certificate.	–
Password	Enter the password used when importing the root certificate.	16 characters
Export		
[Export]	Exports the root certificate. • The root certificate is exported in the “PKCS#12” format. • If you are not using SSL communication, you cannot export the certificate.	–
Password	Enter the password used when exporting the root certificate.	16 characters

Server Certificate Setting

These settings are displayed when you click [+].

Setting	Description	Settings
Setting		
Common Name	Enter the name of the certificate authority. The default value is the IP address of the machine.	64 characters
Organization	Enter the organization name of the certificate authority.	64 characters Q
Organizational Unit	Enter the organizational unit of the certificate authority.	64 characters
Location	Enter the location of the certificate authority.	128 characters
State	Enter the state of the certificate authority.	128 characters
Country	Enter the country code of the certificate authority.	2 digits
Issue Date	Displays the date that the certificate was issued.	–
Expiration Date	Enter the date that the server certificate expires.	YYYYMMDD (Where YYYY is a four digit year, MM is a two digit month, and DD is a two digit day)
Serial Number	Displays the serial number of the certificate.	–
Import		
[Import]	Imports the server certificate.	–
File Name	Click [Browse] to set the path of the file name to the server certificate.	–
Password	Enter the password used when importing the server certificate.	16 characters
Export		
[Export]	Exports the server certificate. • The root certificate is exported in the “PKCS#12” format. • If you are not using SSL communication, you cannot export the certificate.	–
Password	Enter the password used when exporting the server certificate.	16 characters

5 Click [Save].

- Click [Back] not to save the settings and return to the “Secure Settings” screen.
- Click [Initialize] to restore the default settings.

NOTE

When you save, initialize or import the setting, the root certificate will be re-created. While re-creating, “Making certificate. Please wait” will be displayed on the web browser.

Archive settings

When the machine transmits and receives documents via fax or e-mail, you can send those documents to a specified destination.

 NOTE

- This feature is not available on MFX-3510.
- Archive settings apply to all the documents that correspond to the specified data type. For example, when archive settings are enabled for “Transmitted Fax”, all transmitted fax documents are archived.
- When the transmission or reception has not been performed correctly due to an error, the specified data archiving will not be performed.
- When archiving is performed, real-time transmission and manual transmission (transmission using the external phone handset or [Monitor]) cannot be used.
- Transmitted e-mails cannot be archived to a fax destination.

Specifying archive settings

You can save to a folder or transmit to another fax destination the following documents; transmitted faxes, transmitted e-mail, received faxes.

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Mgmt. Settings], and then [Archive Settings].
- 3 Click the data type you want to specify archive settings for.

Archive Settings

Transmitted Fax	Setting (ON) Destinations: Fax (06-1234-5678)
Transmitted E-mail	Setting (ON) Destinations: Folder (\\200.1.32.31\\share) File format: PDF
Received Fax	Setting (ON) Destinations: Evernote (test@example.com)

4 Specify the archive settings.

Setting	Description
Setting	Sets whether to enable or disable the archive settings. Set “ON” to enable the function, or “OFF” to disable it.
Destination	Set the archive destination for the data type. For details, refer to “Specifying the Archive Destination”. If you set an archive destination, it is displayed in the list on the right. To delete an archive destination, select it and click [Delete].
File Format	Select the file format for the saved files when a folder is specified for the archive destination. Select “PDF” or “TIFF”.

5 Click [Save] twice.

- Click [Back] not to save the settings and return to the “Archive Settings” screen.
- Click [Initialize] to restore the default settings.

NOTE

You can now select [ON] or [OFF] for the archive settings to archive the communication data with the set conditions.

Specifying archive destinations

Specify an archive destination. You can set either a fax number, an e-mail address, or a folder as destination.

NOTE

You can only register a single archive destination.

■ Specifying from the address book

- 1 Open the “Archive Settings” screen.
See “[Specifying archive settings](#)” (page 4-29) steps 1 to 4.
- 2 Click [Select] for the archive destination.
- 3 Click [Shared] from “Address Book” in “Fax / E-mail Destinations”.
- 4 Select a destination from the address book, and click [Fax] or [To] to add it as an archive destination.

- The registered content is displayed to the right of the address book name. If only a fax number is registered, [Fax] is displayed. If only an e-mail address is registered, [Mail] is displayed. If both are registered, [Fax / Mail] is displayed.
- To delete a destination, select the destination you want to delete from the destination list, and click [Delete].

- 5 Click [Save] twice.
Click [Back] not to save the settings and return to the archive settings screen.

■ Manually entering destinations

- 1** Open the “Archive Settings” screen.
See “[Specifying archive settings](#)” (page 4-29) steps 1 to 4.
- 2** Click [Select] for the archive destination.
- 3** Enter the fax number or e-mail address of the destination in the “Fax / E-mail Destinations” entry box.
 - Up to 40 digits can be entered for a fax number.
 - Up to 50 characters can be entered for a e-mail address.
- 4** Click [Fax] if you entered a fax number, or [To] if you entered an e-mail address.
To delete a destination, select the destination you want to delete from the destination list, and click [Delete].
- 5** Click [Save] twice.
Click [Back] not to save the settings and return to the archive settings screen.

NOTE

When you enter a fax number, following dialing options are available:

- | | |
|--------------|---|
| - (Hyphen) : | Makes the entered fax number easier to see.
(Example) 111-1111-1111 |
| /P (Pause) : | This is used to open a space between dials. To increase the pause time, enter multiple pause options.
(Example) 2/P222-2222-2222 |
| /T (Tone) : | This is used to switch from pulse-dialing to tone-dialing. This option may not be available in some countries and regions. |
| /N (Prefix) | This is used to enter a prefix number. To use a prefix number, register it in advance. You can register it in “Machine Settings” → “Machine Default Settings” → “Fax Settings” → “Prefix”.
(Example) /N333-3333-3333 |

■ Specifying folder shortcuts

- 1** Open the “Archive Settings” screen.
See “[Specifying archive settings](#)” (page 4-29) steps 1 to 4.
- 2** Click [Select] for the archive destination.
- 3** Click [Shared] from “Folder Shortcut” in “Folder Destination”.
- 4** Select the folder shortcut, and click [Add].
To delete a destination, select the destination you want to delete from the destination list, and click [Delete].
- 5** Click [Save] twice.
Click [Back] not to save the settings and return to the archive settings screen.

■ Manually entering folder destinations

- 1** Open the “Archive Settings” screen.
See “[Specifying archive settings](#)” (page 4-29) steps 1 to 4.
- 2** Click [Select] for the archive destination.
- 3** Enter the folder path name of the forwarding destination in the “Folder Destination” entry box in “Folder Destination”.
 - Up to 128 characters can be entered. The following characters cannot be used in a path name; * ? “ < > | .
 - Enter the path name in the “\\(computer name)\\(folder name)” format.
- 4** If a user name and password are required to access the folder, enter them.
- 5** Click [Add].
To delete a destination, select the destination you want to delete from the destination list, and click [Delete].
- 6** Click [Save] twice.
Click [Back] not to save the settings and return to the archive settings screen.

■ Specifying Evernote distension

You can archive received faxes to Evernote.

1 Open the “Archive Settings” screen.

See “[Specifying archive settings](#)” (page 4-29) steps 1 to 4.

2 Click [Select] for the archive destination.

3 Enter the e-mail address of Evernote in the “E-mail Address” entry box.

- To specify a specific notebook, enter the name to “Notebook” entry box.
- To apply tags, enter them to “Tag” entry box. You can apply multiple-tags by separating them using “,” (comma).
- Notebook and tag field can be entered up to 18 characters.
- Create notebooks and tags on your Evernote in advance.

4 Click [Add].

To delete a destination, select the destination you want to delete from the destination list, and click [Delete].

5 Click [Save] twice.

Click [Back] not to save the settings and return to the archive settings screen.

■ Browsing for folders

1 Open the “Archive Settings” screen.

See “[Specifying archive settings](#)” (page 4-29) steps 1 to 4.

2 Click [Select] for the archive destination.

3 Click [Browse] in “Folder Destination”.

- A list of the network environment you are connected to is displayed.
- If you enter the computer name in the folder path in advance, you can display a list of the shared folders in that computer.

4 Click a displayed computer name or folder name, and select the folder name to set as the forwarding destination.

- Click [Back] to return to the previous folder level.
- Click [Root] to return to the first (root) level.

5 Click [Save].

6 Click [Add].

- The archive destination is displayed in the address list.
- To delete a destination, select the destination you want to delete from the destination list, and click [Delete].

7 Click [Save] twice.

Click [Back] not to save the settings and return to the archive settings screen.

Chapter 5

Machine information

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Communication jobs

Checking communication jobs

You can check the transmission reservation status, and the progress of the communication job being executed. You can also cancel the communication job being executed.

Communication jobs are displayed in the registered order.

NOTE

Up to 30 communication jobs can be displayed.

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [Machine Information], and then [Communication Job].

You can check the following information on the communication job screen.

Destination : Displays the destination name of the communication job.

Click [+] to check the destinations specified for broadcast transmission.

Status : Displays the communication status. It is either “Reserved”, “Sending”, or “Redial”.

Pages : Displays the number of pages for the document to transmit. The cover page is included in the number of pages.

Send Time : If a transmission starting date/time has been specified, the specified date/time is displayed in the MM/DD YYYY HH:MM format.

Canceling communication jobs in progress

■ Canceling communication jobs

You can cancel communication jobs from the “Communication Job” screen.

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [Machine Information], and then [Communication Job].
- 3 Select the job to cancel.
 - You can select multiple jobs and cancel them at the same time.
 - To select all the displayed jobs, select the top checkbox.
 - Click the same checkbox to deselect the item.
 - When multiple destinations are set for a communication job, [+] is displayed next to the destination name.
- 4 Click [Delete].
- 5 Click [OK].

The selected jobs are canceled.

■ Canceling broadcast communication by destination

When multiple destinations are set for a communication job, you can delete the job by destination.

- 1 Log in to OfficeBridge ([page 1-4](#)).
- 2 Click [Machine Information], and then [Communication Job].
- 3 Click the [+] next to the destination name.

Click the [-] next to the destination name to return to the previous display.
- 4 Select the destination name for the communication job to cancel.

You can select multiple jobs.
- 5 Click [Delete].
- 6 Click [OK].

The selected destinations are canceled.

Print jobs

You can check the progress of print jobs being printed or reserved for printing.
You can also cancel the print job being executed.

Checking print jobs

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [Machine Information], and then [Print Job].

You can check the following information on the print job screen.

Document name : The document name to print is displayed.

Owner : Displays the name of the user that executed the print job. With the pull-down menu, you can filter the displayed print jobs by user.

Page(s) : Displays the number of pages for the document to print.

Date : The date/time that the print job was received is displayed in the MM/DD YYYY HH:MM format.

Canceling print jobs

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [Machine Information], and then [Print Job].

3 Select the job to cancel.

- You can select multiple jobs.
- To select all the displayed jobs, select the top checkbox.
- Click the same checkbox to deselect the item.

4 Click [Delete].

5 Click [OK].

The selected jobs are canceled.

Communication history

You can check the history of transmitted and received jobs. Up to 500 communication histories can be displayed. You can also print or download the communication history.

Checking the communication history

1 Log in to OfficeBridge (page 1-4).

2 Click [Machine Information], and then [Communication History].

You can check the following information on the communication history screen.

Number :	Displays a serial number for all communication jobs (fax transmission/reception, Scan to e-mail, Scan to folder, and Scan to FTP).
Destination :	Displays the destination. With the pull-down menu, you can filter the displayed communication history by destination.
Simple Result :	Displays either “OK”, “Error”, or “Cancel” for the communication result. With the pull-down menu, you can filter the displayed communication history by communication result.
Tx / Rx :	Displays whether the communication was a transmission(Tx) or reception(Rx) job. With the pull-down menu, you can filter the displayed communication history by transmission / reception type.
Comm. Category :	Displays either “Fax”, “E-mail”, “Folder”, or “FTP” for the communication type.
Date :	With the pull-down menu, you can filter the displayed communication history by communication type. Displays the date and time when the communication started.

3 To sort the history, select the pull-down menu next to [Communication History].

Number : Displays the history in serial number order.

Job : Displays the history in job order. This means destinations for a broadcast communications are displayed in job order.

4 To confirm the details for the communication, click ⓘ of the job.

When the communication has failed, check the error code here.

5 Click [Back] to return to the communication history screen.

NOTE

For details on error codes, see chapter 8, “Error messages” in the Scanner and Fax Guide.

Printing the communication history

You can print the communication history. You can also filter the items when printing the history.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [Machine Information], and then [Communication History].
- 3** Click [Print].
The communication history is printed.

Downloading the communication history

You can download the communication history in the CSV format.

- 1** Log in to OfficeBridge ([page 1-4](#)).
- 2** Click [Machine Information], and then [Communication History].
- 3** Click [Download] on the communication history screen.
- 4** Click [Save].

Print job history

You can check the document print job history. Up to 200 print job histories can be displayed.

1 Log in to OfficeBridge ([page 1-4](#)).

2 Click [Machine Information], and then [Print Job History].

You can check the following information on the print job history screen.

Document Name : Displays the file name of the printed document.

User : Displays the name of the user that executed the print job.
With the pull-down menu, you can filter the displayed print history by user.

Job Status : Displays either "OK" or "Error" for the print result.
"Cancel" is displayed if the print job was canceled.
With the pull-down menu, you can filter the displayed print history by result.

Pages : Displays the number of pages generated by the printer driver.

Port : Displays the port used for printing.
With the pull-down menu, you can filter the displayed print history by port.

Job Ended : Displays the date and time when the print job was completed. You can switch the print history to ascending order or descending order using the [▼] icon.

Machine status

You can display the status of the machine.

You can also import machine information (settings and address books, etc.) to another machine of the same model, which enables you to reduce the time it takes to specify the settings.

Setting the machine status

You can display the current machine status, and set the name and installation location of the machine.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).

This function may also be available on Guest and User login screen, depending on user policy settings.

- 2 You can register the following items.

RestartSaveInitialize

Machine Status

NameMuratec MFX-3530

Location

Contact Name

MAC Address

Network Connection100MbpsFull Duplex

Telephone Line Status

ScannerReady

PrinterReady to Print

Toner Remaining10%

Drum Remaining100%

Scan Count

Copy	Fax	Scanner	Total
1	0	1	2

Page Count

Copy	Fax	Printer	List	Total
------	-----	---------	------	-------



Setting	Description	Settings
Name	Enter the name used to identify the machine.	40 characters
Location	Enter the location set for the device.	100 characters
Contact Name	Enter the contact name for the administrator of the device.	100 characters

NOTE

[Restart] will be displayed when you have logged in to the administrator's screen. If you want to restart the machine due to a machine trouble, click this button.

The other machine status items that are displayed are indicated below.

Item	Description
MAC Address	Displays the MAC address set in the machine.
Network Connection	Displays the current network speed and communication method. The following items are displayed. 100Mbps - Full Duplex 100Mbps - Half Duplex 10Mbps - Full Duplex 10Mbps - Half Duplex The values set in “Other Network Settings” in “Machine Setup” are displayed (page 3-20).
Telephone Line Status	Displays the current telephone line status. The following items are displayed. - Ready - In Use
Scanner	Displays the current scanner status. The following items are displayed. - Unknown - Ready - In Use - Cover is open. - Paper jams. - Scanner Lamp Error - Mirror Carriage Error
Printer	Displays the current printer status. The following items are displayed. - Unknown - Ready to Print - In Use - Cassette is open. - Cover is open. - The drum or toner cartridge is not installed correctly. - Paper Empty - The drum cartridge is almost empty. - Replace the drum cartridge. - The toner is almost empty. - The toner is empty. - Paper jams. - The printer is warming up. - Please call service. - The fuser needs to be replaced. - Paper size error.
Scan Count	Displays the number of pages scanned for the copy, fax, and scan functions, and the total number of pages scanned.
Page Count	Displays the number of pages printed for the copy, fax, and print functions and list prints, and the total number of pages printed.
Paper Cassette	Displays the current paper cassette status (paper size, direction, paper remaining, paper type).
Machine Configuration	Displays information for the devices installed to the machine (such as optional devices).
ROM Version	Displays machine software version.

3 Click [Save].

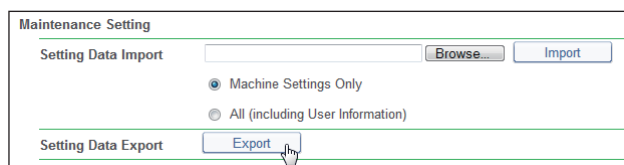
Exporting machine settings

You can export the current machine settings.
The exported data can be imported to another machine.

- 1 Click [Admin Login] in OfficeBridge, and log in ([page 1-7](#)).

This function may also be available on Guest and User login screen, depending on user policy settings.

- 2 Click [Export] in “Maintenance Setting”.



The screenshot shows a window titled "Maintenance Setting". It contains two sections. The top section, "Setting Data Import", has a text input field, a "Browse..." button, and an "Import" button. Below this are two radio buttons: "Machine Settings Only" (which is selected) and "All (including User Information)". The bottom section, "Setting Data Export", has an "Export" button. A mouse cursor is pointing at the "Export" button.

- 3 Click [Save].

NOTE

One of the following export results is displayed in the “Status” field:

- The export has been completed.
- Failed to export.

Importing machine settings

You can import the settings from another machine.

NOTE

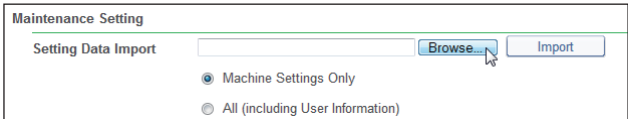
Take care when importing the machine settings, as all the information registered by users (including documents) will be erased.

- 1 Click [Admin Login] in OfficeBridge, and log in (page 1-7).

This function may also be available on Guest and User login screen, depending on user policy settings.

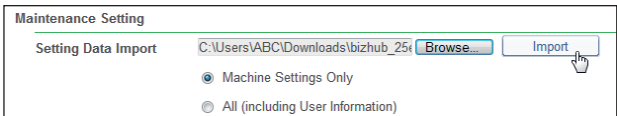
- 2 Click [Browse] in “Maintenance Setting”.

The “Choose File to Upload” dialog box is displayed.



- 3 Select the file to import, and click [Open].

- 4 Click [Import].



- To import only the machine settings, select “Machine Settings Only”.
- To import all the machine settings including the user information, select “All (including User Information)”.
- Refer to the appendix in “Importing / Exporting using USB memory” in chapter 2, “Mirroring the machine settings” in the Administrator's Guide for the difference between the settings imported when you select “Machine Settings Only” and the settings imported when you select “All (including User Information)”.

- 5 The import process starts when you click [OK].

When the import process is completed, the machine will restart automatically.

NOTE

One of the following import results is displayed in the “Status” field:

- The import has been completed.
- Failed to import.
- Importing was canceled. The data was created by a different type of unit.
- Importing was canceled. The data was created by different data source.
- Importing was canceled because the data is invalid.

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Chapter 6

Troubleshooting

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To solve website's security certificate error	6-3

Troubleshooting

Read this section if trouble occurs when using OfficeBridge. Contact your local technical representative if the following steps do not solve the problem.

Status	Things to check	Countermeasure
Cannot connect to OfficeBridge	Is the machine connected to the network?	For details, see chapter 2, “Specifying the network settings” in the Administrator’s Guide, and connect the machine to the network.
	Is the entered IP address correct?	When entering the IP address into your browser, check the IP address set in the machine.
	Is the correct IP address registered in the shortcut to OfficeBridge?	If you are connecting to OfficeBridge using a shortcut, check that the IP address set in the properties screen displayed by right-clicking the shortcut is the correct IP address set in the machine.
	Are the browser settings correct?	If your environment is using a proxy, register the IP address for OfficeBridge as an exception. If you are using Internet Explorer, click [LAN Settings] in the [Tools] – [Internet Options] – [Connections] tab of the menu bar, check the proxy server settings, and register the IP address of OfficeBridge as an exception. If you are using another browser, see the help for that browser to check the settings.
	Is your user information registered?	Contact your administrator to register the user information in OfficeBridge. For details, see “Registering users” (page 2-2) .
	Are cookies enabled?	See the help, etc. for your browser to enable cookies.
	Is the login password correct?	Correctly enter the password registered in the user information of OfficeBridge.
Certificate error occurs when SSL(https) is selected	Is security certificate setting set up?	See “To solve website’s security certificate error” (page 6-3) .

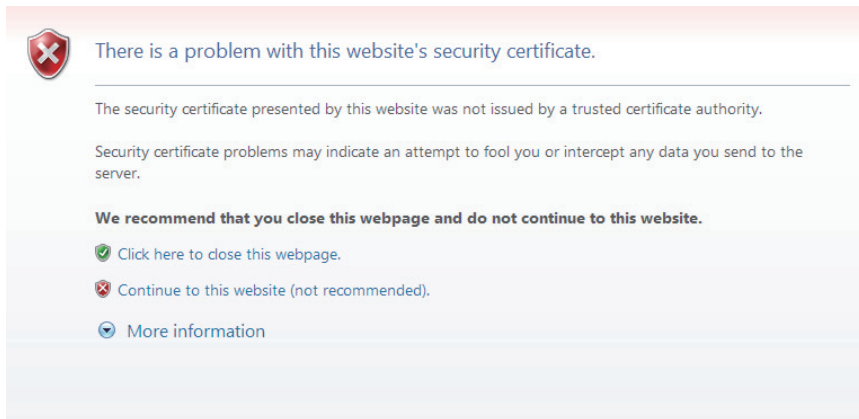
To solve website's security certificate error

When the error “There is a problem with this website's security certificate.” is displayed, import the certificate to your web browser.

The screens are of Windows Vista and Internet Explorer 8.

■ Export the root certificate from your machine

- 1 Perform SSL login (see page 1-6 or page 1-8).
- 2 Select “Continue to this website (not recommended).”



- 3 Click [Admin Login] in OfficeBridge, and log in (page 1-7).
- 4 Click [Machine Mgmt. Settings], and then [Secure Settings].
- 5 Click [SSL Certificate Settings].
- 6 Click [Download] next to “Root Certificate”.
- 7 Click [Save] to save the certificate file to the desired location.

■ Import the root certificate to your web browser

- 1 Start the browser, and select [Tools] – [Internet Options] from the menu bar or tool bar.
- 2 Click the [Content] tab, and then [Certificates].
- 3 Click the [Trusted Root Certification Authorities] tab, and then [Import].
- 4 Click [Next] on the Certificate Import Wizard.
- 5 Enter the certificate file, and click [Next].
Click [Browse] to browse to the file. To browse, select “All Files” for file name.

- 6** Confirm the content, and click [Next].
- 7** Click [Finish].
- 8** Click [Yes] when the security alert is displayed.
- 9** Click [OK].
- 10** Restart the browser, and perform SSL login again.

 NOTE

When the security certificate error occurs despite you have imported the certificate, check the “Expiration Date” in “Server Certificate Setting”. The error may be caused because the computer that you are using is excluded from the expiration date. In this case, set-up your computer date, or change expiration date of root certificate setting and server certificate setting then export the root certificate and then import it to the browser.



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